

STANDARD ETIQUETTE

ANNA STEESE RICHARDSON

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By

ANNA STEESE RICHARDSON

With Many Illustrations



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STANDARD
ETIQUETTE

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STANDARD
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Introduction

WHY IS ETIQUETTE?

A BRILLIANT paragrapher on the staff of a metropolitan daily recently wrote that he considered a certain new book as futile as a serious work on etiquette.

Nothing is futile which contributes to the prosperity, comfort, or contentment of the individual and the community. If this were not true, the clever paragrapher would have no reason for existing. His writings would be futile. They have no real educational, historical, inspirational, or lasting literary value; but for their brief hour they are diverting, and he who can amuse thousands of readers for a few minutes daily makes a distinct contribution to their lives.

The contribution which a knowledge of etiquette makes to the life of the individual is far greater. It helps the young and ambitious to achieve success in their chosen field. It gives the weak confidence and courage. It supplies to the nervous and inexperienced a mental calm where there was once doubt, anxiety. It often leads straight to happiness. Success and contentment for individuals breed prosperity in the community.

In no country is this knowledge of etiquette so useful and so important as in America, where, all men being equal, there is no limit to the progress they can make, no barrier which they cannot pass—if they have brains, ability, persistency, and good manners. The man who handles a trowel to-day may be a contractor in five years, a real-estate operator in ten. The young wife who packed her husband's lunch box this morning may be the mistress of a Long Island estate before her eldest born enters college.

The boy who listens to a radio program to-night, in some lonely ranch house, may be sitting in the United States Senate at forty-five, and the wide-eyed girl who drinks in

the same program at another ranch a hundred miles east or west may be the wife of our ambassador to Brazil at thirty.

State universities, colleges of agriculture and mining, schools of technology, are working just such miracles in young lives; financial and industrial centers offer fresh opportunity to each generation; and no individual's progress was ever checked by good breeding, or acquired knowledge of social customs.

The rough diamond may build a fortune, and the genius who believes that social customs hamper self-expression may become famous, but there comes a day when each must pay a price for ill-breeding.

Fresh social history is written almost daily. To realize this, you need only study changes which overtake your neighbors. Looking back on my travels as investigator and lecturer, I see incidents which have grown out of these social transitions like moving pictures flickering past, with ordinary human beings, your neighbors and mine, playing the leading rôles.

In a small Western city lived a notable housewife whose husband's success was founded largely on his geniality, tact, and popularity. As his means increased, he urged his wife to employ a servant and to enter the social circle to which his success would admit them.

But his wife suffered with an inferiority complex. She declined to be patronized by the wives of her husband's business associates. She would not waste time on card-playing or other country-club amusements. She had no moral objection to dancing, but she held that it was a ridiculous diversion for the middle-aged. She prided herself on making her own frocks, and she continued to receive her husband, on his return from business, in a serviceable house dress and white apron, plain, but decidedly not gaudy or even appropriate to her husband's financial standing. The dining-room table was spread only for guests. When alone, she and her husband ate their meals in a corner of her immaculate kitchen.

Then unexpectedly, at a state convention, desperate leaders of his political party seized upon her husband as a dark horse with a snow-white record. The woman who had

snapped her finger at social amenities suddenly found herself the wife of a U. S. Senator, packing her trunks for Washington.

Now in Washington you must observe the rules of etiquette or simulate a nervous breakdown which will permit you to seek sanctuary in a fashionable sanitarium. The thoroughness and persistency which had made of this woman a notable housewife came to her aid in her new extremity. Her husband's means made it possible for her to employ a social secretary, and she was fortunate enough to enlist the services and sympathy of an intelligent young woman blessed with a sense of humor. For weeks, when the Senator's wife was not studying a book on etiquette or buying clothes suitable for her position, she was listening to concerts by big artists, seeing new plays and art exhibits, going wherever she could observe *in action* the social customs of which she had been reading.

Before the Washington season was in full swing she had gained sufficient knowledge of personal and official etiquette to hold her own at those functions where it was positively necessary for her to appear as her husband's wife. After two terms in Washington she was an almost-easy and gracious woman.

In relating her experience to an old friend, she said with deep feeling: "I've *learned* manners by hard work at an age when learning isn't easy, and I didn't do it just to hold my own with the wives of other Congressmen, either. I did it because I wasn't going to lose my husband to one of those sleek, sweet hussies who hang on the edge of the administration crowd at Washington and who got their manners in finishing schools or European capitals. My feet and my stomach rebelled against the teas and luncheons and dinners I had to go to, but I'd have gone to them—and worse—before I'd have given up John."

This single incident justifies the existence of etiquette. You can never tell how soon a turn of fortune, a marvelous opportunity such as arises in this country every day, may swing you into a social circle where the lack of good manners spells embarrassment, perhaps failure.

Now and then a man or woman scores success in spite of bad manners, but for the most part you will find big people

eating with the right fork and wearing the right clothes. No matter from what walk of life they spring, if they have great gifts, they have also the ability and good sense to acquire good manners.

Some book reviewers and authorities on etiquette assume that a knowledge of social usage is not needed until one's income reaches an imposing figure. For the masses, the backbone of this great Republic as we love to term them, etiquette is as useless as geology and Greek.

Demonstrating this theory in actual practice, it is not important whether you eat with a knife or fork, until you reach a certain financial position, but the moment you can afford to buy a case of flat silver, Heaven help you if you mistake a pastry fork for a salad fork. If you are a self-supporting girl, whose father was a decent God-fearing mechanic, it is not necessary for you to know what to put in your bag and how to conduct yourself toward train attendants when you fare forth on your first hard-earned vacation in Maine or Florida, but if your paternal parent happens to invent a thingembob which cuts down the cost of production in the factory where he is employed, and suddenly begins to draw huge royalties, ah, then you should give up your position and devote yourself to a profound study of how to comport yourself aboard a private yacht.

"Etiquette books for the newly rich—yes," cry the thoughtless, "but the poor have no use for them. Why outline the correct method of giving a formal dinner, with a butler and three men, for the woman who employs one maid or perhaps only a visiting waitress?" And I would reply that the correct methods for laying the table and serving the food may be employed on either three thousand or three hundred thousand a year. The difference lies in the quality of china, crystal, and silver, in the number and richness of courses.

Ease and charm of manner in a hostess are not bought with cash, but with practice, and it is easier to endure the pricks of an elastic income if we extract every atom of beauty and comfort from the surroundings which our incomes provide.

It does not really matter much to any of us whether the

man who rides to business in his limousine knows whether he should sit directly behind his chauffeur or at the other end of the seat. There are comparatively few of his kind. But it is mighty important to millions of us for a man to know that it is extremely bad form to carry a dead cigar into a crowded trolley or subway car. The world will go right on wagging if the young daughter of Mr. Rich telephones her regrets to Mrs. Greatlady, when she should write a note, but every day, in every way, it's going to be harder and harder for men and women in business if our great middle class does not realize that etiquette is merely a French term, which in simple downright English means consideration for the rights, the comfort, the pleasure of others.

It's not the rich, or even the newly rich, who need a knowledge of social usage. It's the industrial or professional worker, his wife and his children, who are unhappy because they are rude or the victims of rudeness.

An inexperienced, rather naïve young man, possessing a moderate amount of good looks, but that rare gift of the gods, a charming personality, was invited to the home of his New York employer to dinner. At three o'clock in the afternoon the wife had telephoned her husband that one of her guests had been taken ill. "Bring up the best-looking and most agreeable chap in your office."

And so the young man arrived, wearing a rented "dress suit." Several times during dinner the hostess caught an almost appealing glance from his eyes. Deciding that her guest wanted some sort of help, as the others left, she managed to detain him. When they were alone she said, tactfully: "It was very kind of you to fill in at my dinner and to make yourself so pleasant to our middle-aged guests. You are a newcomer, I understand. What can I do to make you like New York?"

The young man replied promptly: "By telling me where I can learn the kind of manners you and your husband have. I don't want to use people, but I know that the way to get ahead in life is to mingle with the right kind of people. Anyhow, I *like* the right kind of people. They are so easy. Now I am not easy. I didn't know to-night how to seat my partner. I had to watch my neighbor before I dared to use

a fork or spoon. If you're in right, you can poke fun at the number of forks your hostess lays out, but when you're not in the know, it's no joke. Can you recommend a school of manners?"

His hostess shook her head.

"A good book on etiquette for daily consumption and keen observation offer about the only training I can suggest for you. Good tailors will tell you how to dress. At quiet, exclusive restaurants you can watch well-bred persons eat. Social contact is hard if good schooling, but the best place for acquiring good manners is in the home."

The boy flushed. "I had a good home, and my mother is a fine woman. She sacrificed a lot to give us boys and girls an education. She didn't have any time left to put ferns and things in the middle of the table, and father would probably have made fun of her if she had. She was so busy making dresses for the girls to wear to the high-school dances that she didn't have time to go out much herself. Anyway, father hated fuss. He liked to eat in his shirt sleeves and drink coffee from a big cup. He said what was good enough for his old father was good enough for him."

"But it's not good enough for you!" said the hostess, smiling. "Then it will be very easy for you to learn to do the right thing at the right time."

Knowing how to do the right thing at the right moment gives youth such ease and comfort.

The obstinacy and bad manners of parents, the lack of refinement and kindness in family intercourse, have driven many a child out of the home circle. The father who selects meal time for lecturing his family, and the mother who says she holds herself above copying her richer neighbors, invite comparison from their children who are entertained in homes where meals are properly served to the accompaniment of agreeable conversation.

A young girl who was reprimanded by the dean at a coeducational institution for giving too much time and energy to social functions, replied: "I go wherever I'm invited because I'm learning something that I never learned at home, or in my home town, and that's manners."

Realizing that the girl was about to make the sort of confession which eases the soul, the dean did not interrupt.

"I came here intending to major in mathematics, because I led my class in the high school. But I've decided that if I want to be a professor of mathematics in a good university, and hold my own with other professors and their wives, I've got to know how to carry myself at social gatherings. Why, Miss Blank, the most awful moment in my life came at the very first faculty reception I attended. You remember Professor and Mrs. F—— gave it right after college opened. I went with Billy ——. When I saw the other girls going home, I went upstairs for my wraps, too. When I came down, I found Billy hunting for me frantically, and I said, 'Well, here I am, all ready to go home,' and I started down the porch steps. Billy's face turned red, and he said, 'Aren't you going to say good night to Professor and Mrs. F——?'"

"Maybe you won't believe it, but I had never been told that I ought to thank my hostess for a pleasant time. In our town, the only dances I attended were at the high school, or the American Legion, or something like that. Every time I go out with these college people, even to dances, on the bats and the canoeing trips, I learn how the girls and boys from nice homes act. I'm not neglecting my mathematics. I'm just learning a lot of other things, and when I graduate I won't be the freak specialist I might have been if I hadn't given some time to good manners."

Not long ago I visited a state college of agriculture whose students hail from ranches and mining camps. They gave a reception in my honor, and when I entered the room every boy and girl rose. Some of them did this awkwardly or self-consciously, but not as if by signal. These forty or more young people, fresh to the college environment, were absorbing the social customs as rapidly as they were absorbing lessons in home economics and mining engineering. When refreshments were served, the manners of those country boys were truly delightful. Country people are not ill bred, but these particular young people came from ranches whose nearest neighbors may be a mile or two away.

The parent who thinks that supplying a comfortable home, wholesome food, and a solid education constitutes him a good provider and fulfills his duty as husband and father, is mistaken. He owes to his children example and training

in the good manners on which etiquette is founded. Millions for music lessons, college diplomas, fraternity dues, sport clothes, and snappy roadsters for the upcoming generation, but not a minute of time or thought for inculcating those gracious manners in the home which are a real asset for the young man or woman bent on a career.

No parent expects his child to learn the three R's, the catechism, and the five-finger exercises on the piano without instruction. Moreover, he equips him with a trade, a profession, or an art. Why does he expect the child to acquire good manners without example or training?

In some homes, children are born into an atmosphere of good manners, and they absorb social customs from their parents, governesses, and tutors. But in most American families, good manners must be acquired or instilled, along with the knowledge of algebra, civil engineering, or violin playing.

The prospective mother, even in a humble home, now keeps at hand an authoritative work on infant care and feeding. If she would insure the mental comfort and happiness of her child, she would also have at hand a reliable work on social customs and gradually create in her home an atmosphere of good manners which will give the child a fair social start in life. The woman who uses her linen and good dishes for company only, need not be surprised if her children disgrace her in the presence of guests.

Americans are ambitious for themselves and their children. The average mother says: "I don't want my daughter to work as hard as I have worked. She shall be a stenographer, a singer, or a lawyer." The boy who shows no ambition to be more successful than his father in a trade or profession is lectured soundly. Parents bow in admiration to the financial or professional success of their children, but the instant you speak of a young person's social ambitions, those same parents are apt to sneer and to talk about "climbing."

Social climbing of the right sort is commendable in young men and young women. By climbing I do not mean trying to buy your way into the next social tier with money, flattery, or boot-licking, but the honest effort to improve your mind

and your social standing by mingling with well-bred, well-dressed, and gentle-mannered people.

A book on etiquette will not endow you with personal charm, with gentle manners, or with ease, but if the rules therein are studied and practiced, not sporadically or on special occasions, but regularly, in everyday life, you will acquire first, ease and confidence, then good manners, and finally the charm which comes with doing not only the right thing at the right time, but the kindly and the courteous thing.

And to all those who seek success, friends, and happiness, this book is sympathetically dedicated by its author.

Chapter I

BACHELORS

WITH his town and country house, perhaps a fishing camp or shooting lodge, his yacht or motor boat, his automobiles and country clubs, the wealthy bachelor is the Prince Charming of to-day. His invitations are eagerly sought. Matrons marvel at his gift for selecting and retaining servants of the highest efficiency, and girls bring out their fairest raiment, their most alluring charms, when he entertains.

In the great financial and industrial centers, quite a few bachelors of this sort lend brilliance to the social life, but for each of these there are a thousand lesser lights who occupy more modest quarters and entertain on a smaller but none the less delightful scale. Even the bachelor who must be satisfied with a room in a good hotel or club recognizes that he may pay some of his social debts with a certain individuality denied his married brothers, and no bachelor cares to accept repeated hospitalities from his married friends without making a return of some sort.

1. What sort of quarters should a bachelor select?

An ideal home for a bachelor who does much entertaining is an apartment in a well-located house, usually in the type of apartment house built and planned exclusively for men. His rooms consist of a living room, dining room, bedroom, kitchen, and bath. Sometimes the large living or studio room also serves for the dining room.

2. How are these rooms furnished?

The furnishings of a bachelor's quarters are those of any well-appointed home, expressing his own taste and

individuality. See Chapter XLI, "The Well-appointed House."

3. *What service does such an apartment require?*

A single servant, Japanese, or English house man or colored man who acts as cook, waiter, and valet, is usually employed. First-class employment agencies supply men who specialize in serving bachelors.

4. *If a bachelor cannot afford an apartment, what quarters come next in desirability?*

This depends upon his social habits. If he enjoys entertaining, he will find a hotel suite consisting of two rooms and bath best suited to his needs. He can give personality to the hotel rooms by using his own lamps, pictures, books, brocades or embroideries, small bits of furniture like end tables, tabourets and the like. Dinners and suppers, as well as afternoon tea, can be served in his living room by hotel servants. If he is not fond of entertaining, he may prefer to live at his club or in a single room at a good hotel, preferably one which caters to bachelors, of which there are many in large cities. Even the best of private rooming and boarding houses are undesirable because they afford no privacy.

5. *What are the preferred forms of entertaining for bachelors in their own apartments?*

Afternoon teas, after-theater suppers, card parties, and dinners.

6. *How does a bachelor issue his invitations?*

Precisely like any other host or hostess, according to the character of the function. See Chapter XXIII, "Invitations and Replies."

7. *When can a bachelor dispense with the chaperon?*

If he has a man servant, only when his guests are men. When he entertains an unmarried woman, she must arrive and depart with her chaperon. If he has a large establishment with housekeeper and maids, unmarried girls may



The Bachelor's Tea is Always a Crush

arrive unchaperoned, but the chaperon must be there to receive them and she remains until the last girl departs.

8. *Can a bachelor entertain a married woman at tea or dinner in his apartment without a chaperon?*

Decidedly not. There must be two or more women, one of them elderly, if possible, or the husband of one of the women.

9. *What special preparations does the bachelor make for receiving women guests?*

Precisely those which the hostess makes. A room is prepared for their wraps and a few simple toilet articles, such as powder, brush, comb, and hairpins, are set forth on a table or bureau.

10. *Can a bachelor entertain in his hotel suite?*

Yes; as he would in a private apartment, employing hotel servants.



The Bachelor Host Serves the Dish That Made Him Famous at an Informal Luncheon in His Bungalow, Which May be in Florida, in Southern California, or on the New England Coast

11. *How does the man who lives in one hotel room or at his club entertain?*

He makes use of his country club, if he belongs to one, or a smart hotel, for dinners and suppers, and he may give theater or opera parties, properly chaperoned.

12. *How does a bachelor entertain at the theater?*

If he is giving a party, he issues his invitations and receives his guests as any married host or hostess does. See Chapter XXXIII, "Theater and Opera Parties." If he is

entertaining unmarried girls and men, he must invite a chaperon. If he is entertaining one girl, he must invite her mother or chaperon also. Foursomes are best.

13. How does a bachelor entertain in a restaurant?

This depends entirely upon the hour of the day. In some cities he may entertain a single girl at luncheon or afternoon tea and dance with her unchaperoned during the afternoon. If it is at dinner, he must invite a chaperon. For larger parties he follows the customs of the host and hostess who entertain at restaurant dinners. See Chapter XIII, "Dinners." If it is a supper party, following the theater, he proceeds as described in the chapter on "Suppers."

14. How can the bachelor of limited means repay his social obligations?

First, by making himself useful to his hostess and agreeable to her guests. The bachelor who is especially courteous to middle-aged or elderly guests and to out-of-town visitors, who distributes his favors at a dance instead of rushing the most popular girl or the girl in whom he is most interested, may be said to pay his social debts as he goes. The bachelor who is ready to fill in at dinner or at the theater, who is always well dressed and well groomed and who can be relied upon to help his hostess in an emergency, is always popular. The young man who may not be able to give expensive dinners or theater parties can send flowers to his various hostesses on their days at home or on other special occasions. If the women who have entertained him are at home Sunday afternoons, this is a good time for the bachelor to make his call, as the evening call, even the dinner call, is fast disappearing. However, Sundays are so given over to outdoor life that a bouquet of violets often takes the place of a call.

Chapter II

BACHELOR GIRLS

THE bachelor girl is a new figure in the social world. She is not even mentioned in etiquette books written as recently as two years ago.

Society, with a capital S, has tried to ignore her or suppress her, but neither treatment has proven effective. College life first developed among daughters of the well-to-do the desire for self-expression along literary, artistic, or commercial lines. What the college influences started, the World War encouraged. The girl who drove an ambulance in France is apt to think she can live her own life in America or elsewhere. So, in Paris, in Rome, in London, in New York, in Chicago, in San Francisco, wherever there are colonies of artists and professional women, you find girls who have inherited money, girls who receive regular allowances from their parents, and girls who are following careers, living quite apart from their families. While some of them are writing books, painting pictures, carving statues, backing business ventures, or engaged in social-welfare work, many of them are just living quietly in these centers to escape the obvious social life of their home towns, to which their parents are bound by financial or domestic ties.

These bachelor girls live in hotels, clubs, and apartments, and entertain according to their means. They vary in age from twenty to fifty, and they bear letters of introduction which command attention not only in business and artistic circles, but in homes of the so-called leisure class. They are social entities with whom Mrs. Grundy must reckon.

1. How can the bachelor girl maintain an independent establishment or home?

She can maintain any type of home her means will support and her tastes suggest, provided she has a chaperon. In this home, she may entertain exactly as her married sister

does, provided always that the chaperon is in the house or apartment. This chaperon may be a relative, a family friend, or a professional chaperon of unquestionable reputation and good manners. A single woman is eligible for the position if she is elderly; but another girl the same age as the bachelor owner of the apartment is not an accepted chaperon.

A girl living apart from her family may occupy a house with the usual retinue of servants, or a small apartment. If she cannot afford this style of living, it is best for her to have a small suite or a single room in a hotel or club for women, such as may be found in almost any artistic or commercial center. A group of congenial girls can pool their incomes, family furniture, and other treasures to equip an apartment, presided over by an elderly woman, but in such case there should be a clear understanding about the amount of money each is to contribute, and the rights of the different parties in such matters as rooms, privacy, and entertaining.

2. How should a bachelor girl go about finding suitable quarters in a strange city?

If she has college connections, the local Women's University Club is the best place for her to put up on arrival. There she can learn about the best part of the city in which to locate permanently. If she is an art student, she will find clubs for students. A church member may find at the church house of her particular creed a list of suitable rooming places for young women. If she has social connections, she should write in advance to an acquaintance on whose judgment she can depend to recommend a suitable hotel or club where she can stop until she selects permanent quarters. Under no circumstances should the out-of-town girl ask relatives or friends to put her up until she secures a suitable abode. The housing problem in large cities is now so acute that, except among the wealthy, guest rooms are practically non-existent. Under no circumstances should a single girl go to a rooming or boarding house which has not been recommended to her by some one familiar with the city or by one of the organizations mentioned above, whose business it is to investigate living quarters.

3. *How does a bachelor girl make acquaintances in a new community?*

This depends entirely upon her occupation. If she is a young woman of leisure, with social acquaintances in the city, she establishes her standing by renewing relations with these friends whom she has visited in the past or with whom she may have traveled abroad. If she is a college woman, she will of course join her university club; otherwise she may join one of the clubs for women to which her personal acquaintances belong. By the word "club" I do not mean a cultural-study club; I mean a social club which has its own home with lounges, a restaurant, and perhaps a few bedrooms. The girl who is following any artistic career soon establishes social relations with fellow workers and students. Every conservatory of music or school of art has its own social life. The girl who has most difficulty in establishing social connections is the girl who goes into business. She cannot depend upon the office, store, or plant in which she works for her social connections. In fact, she must be very careful to avoid relations with her coworkers which later may embarrass her. It is safer for such a girl to transfer her church membership from her home town to the city and establish her first social connections among the people she meets there. A young woman who has charm, tact, and an interesting personality soon attracts friends.

In big cities, social lines run in many directions. The very rich, the old families, the groups whose names are found in the social register, welcome only people of their own kind, possessing equal means and social standing in other cities, but the bachelor girl of moderate means or of literary or artistic ability, even the successful business girl, if she is patient, will learn that there are groups of charming, cultured people who will receive her cordially if she is worthy. To my mind there is nothing more important for the self-supporting woman than full appreciation and use of her social opportunities. She can make no greater mistake than to ignore Mrs. Grundy or to develop a morbid belief that because she is a self-supporting individual she can have no social life. She will be a more successful artist or

writer or saleswoman for her understanding of psychology, which can be acquired only through social contact.

4. *What sort of invitations may the bachelor girl accept?*

The bachelor girl of leisure, living independently, may accept precisely the same invitations accepted by her sister who lives at home with her parents, provided she is chaperoned just as the stay-at-home sister is chaperoned. The bachelor girl engaged in some art, profession, or industry should accept only such invitations as will not interfere with her work. An interesting circle of acquaintances will give just the right relief for her vocation, provided she does not indulge her social instincts to the point where it exhausts her and unfits her for work. The singer's voice is hurt if she loses needed rest or exhausts herself by dancing or eats food that does not agree with her, but a reasonable amount of social pleasure supplies exercise and broadens her art. The business girl who dances until two in the morning is not fit to report to her office or store at nine, but she is no more foolish than the girl at the next desk or counter who declares that she has no time at all for social pleasures. The girl in any sort of artistic career can fit teas or luncheons into her hours of study or work. The business woman had best confine herself to dinners, the theater, Sunday calling, and week-ending.

5. *How may the bachelor girl entertain?*

If she has leisure, means, and a house or apartment, she entertains as if she were in her father's home, assisted, of course, by her chaperon. She may give lunches, teas, dinners, dances, theater parties, and suppers, receiving her guests as her mother would receive them. In entertaining outside her own home, as at the theater, opera, or restaurant, if she has men guests, she may have as chaperon any married woman of dignity. The woman engaged in any line of artistic work has special opportunities for entertaining friends of the leisure class, who will enjoy meeting her coworkers. Her studio teas and supper parties are always popular. The bachelor maid who gives regular hours to business is more limited in her entertaining. She may be "at home" Sunday afternoons and serve tea, and

she may give Sunday breakfasts or supper parties. If her home or apartment is well equipped, and, as they say in the automobile business, geared for entertaining, without demanding too much of her personal attention, she may give small dinner parties. She must be very careful about inviting women of leisure to luncheon, as such hospitality is apt to encroach on her business hours. However, she can entertain other business or professional friends at luncheon, and if her home is not too far distant from her place of business, she can have friends in for tea even on business days. For the majority of business and professional women, however, entertaining is a formidable task and there are other ways in which she can show her appreciation of the social attentions paid her. Like the bachelor, she can send flowers, books, music, and even a Japanese print to a married woman who has entertained her, and if her Saturdays are free, she can take a guest or two to a *matinée*, following this with tea at a club or fashionable hotel. The best payment which a business woman can make for social attentions is to be a charming, interesting, and appreciative guest, who helps her hostess to make the affair a real success. To achieve this she must carefully avoid talking about her profession or business, her experiences, pleasant or unpleasant, in the business world, and particularly her own success. The business woman who regards with scorn the interests of the leisure class who entertain her is never a success socially.

6. *What conventions must the bachelor girl observe?*

As stated above, if she lives alone, she must be properly chaperoned. The fact that she is living on her own does not give her the right to go unchaperoned to the bachelor quarters of a man, nor to dine or lunch alone with a married man, even though they are business acquaintances. She may not invite into her house or apartment the man who brings her home from theater or dance at a late hour. She may not go on long motor trips, or remain on a yacht with other young people overnight, unless a chaperon is in attendance. She may not accept from men personal gifts, anything she would wear or use in her home. No bachelor girl who respects Mrs. Grundy allows a man to bring food

into her home, except when a group of artists give a joint supper or Welsh rarebit party in a bachelor girl's studio. This is a sort of neighborhood or community affair, for which the hostess is really not responsible. The observances of social conventions will help the self-supporting woman greatly. The proper clothes for business and for social affairs are extremely important. Writing notes which occasions require, such as letters of condolence, sympathy, congratulation, the prompt acknowledgment of social attentions, gifts, and invitations, establish the busy woman firmly in the hearts of her social acquaintances. Reading the books and magazines about which smart people are talking, hearing the best plays and music, and keeping up with sports as far as business permits, all help to make the bachelor girl feel that she has a definite status in community life. The moment she thinks that her profession or vocation sets her apart from a social life, she is in danger. She is inviting ostracism and creating a morbid condition which will increase with advancing years.

Chapter III

BREAKFAST-GIVING

THIS is a form of entertainment which must have a real reason for being, and must be perfectly done. Otherwise it is a ludicrous failure. It is distinctly not the sort of thing to be generally attempted.

When Senator Mark Hanna was one of Washington's great figures, he adopted this unique form of hospitality, and his breakfasts were real occasions. Invitations to them were more sought than those to any other entertainment given in the national capital; and rightly so, because the wise Senator asked only the most interesting people and served only the most delicious food. Old Washingtonians still tell about the celebrated corned-beef hash and the coffee of the Hanna breakfasts with sighs for the days that are departed. Many a political future was made or marred at those breakfasts, and they had much significance in party and political life. No one ever gave such affairs so successfully before and probably no one ever will again. Senator Hanna's breakfast parties were an institution. Nevertheless, now and then, with the right time, the right place, the right people, and the right cook, a breakfast may be given which will be remembered gratefully by all who attend it.

1. Under what conditions should breakfast-giving be attempted?

There is no hard-and-fast rule, except that it must not break into the morning of busy men and women. This limits it mostly to vacation time, to summer colonies and country places. In town, breakfasts are usually given on Sunday. In the country, on big estates, a breakfast is sometimes given before a day's riding to hounds. But any out-of-door expedition or sport, undertaken by a group of friends, might very well be preceded by a smart break-

fast at the home of one of them. A breakfast before a golf tournament, before a day's motoring, before a shooting or fishing expedition, is a jolly thing because everyone is "on pleasure bent" and therefore in the mood for a leisurely, good meal.

A breakfast given in the city offers an original and very pleasant way to introduce a visiting celebrity, large or small, to your group of friends. Indeed, any visitor, celebrity or no, might very well be made acquainted with your little circle of intimates in this fashion. Also a breakfast party is a very good way for a man to entertain a group of men of varying social grades who have interests in common and ought to know one another, but who might be made stiff and awkward by a formal dinner.

2. *What is the correct hour?*

Any time in the morning up to twelve-thirty. A breakfast given before a sporting event must be governed by the hour set for the particular event it precedes. A breakfast given in the city may be as late as twelve or twelve-thirty. Consult the convenience of your guests—if you want best possible results, you will also consider the hour and routine of your servants—and set your time accordingly.

3. *How are invitations given?*

Sometimes by telephone, sometimes by an informal personal note, written by either the host or the hostess, and hand-written, not typed. The wording of such a note varies with the occasion and the person to whom it is sent. From a man to an intimate man friend, this would suffice:

Dear Bill:

Ten-thirty Sunday morning—with your favorite sausage and waffles as bait. Grey, the traction man, is coming. I'm counting on you.

Yours
John

If the breakfast includes both men and women, the hostess writes about as follows:

Dear Mrs. Smith:

Wally and I are having a little breakfast party in the studio next Sunday for Edna Graham, who's making such a hit in her new play, and we particularly want you and Mr. Smith to come. It will be very early—nine-thirty—a real breakfast, you see, and only a few people, so that everyone will have a chance really to talk with Edna, who's a wonderful creature and immensely interesting. Do get up early and come—I can't do without you.

Cordially yours
Mary Ellen Jones

For a large breakfast, an ordinary visiting card with the date, the hour, the nature of the party, and R. s. v. p. written on it is used. This is the form: Write the date, *June 8*, at top of card. Below that, above the name of the hostess, *Breakfast at 11 o'clock*. Below the name of the hostess write, *To meet Mr. Artist*, provided the breakfast is given for some one. In the lower left-hand corner write R. s. v. p.; this last is necessary if you are to know how many are coming.

Invitations to a hunt breakfast in Virginia, where fox-hunting is not unusual and is a real sport, are given either by note, telephone, messenger, or verbally by the host. In other places, where the hunt and pack are social appendages, hunt breakfasts are large affairs very formally arranged, and engraved invitations are used. They usually take place at the country house or the luxurious "farm" of some very wealthy man.

4. *Where should a breakfast be served?*

Since it is an informal function, an informal place is quite in order, provided, always, that it is comfortable. Breakfast in a studio, in a lovely garden, on a sun porch or an open veranda, might be delightful. Do not, however, desert the comforts and the conveniences of a dining room for outdoors if the day is chilly and the ground damp, or the whole affair will be a failure, flat, and irrevocable. Better a commonplace but well-screened dining room at the

proper temperature than a cold or mosquito-infested veranda or garden. In winter, breakfast before an open fire almost anywhere is pleasant. But always let comfort and convenience rule in placing your table.

5. *What should be served?*

The choice is wide, but should be confined to real breakfast dishes: Eggs in some form—possibly scrambled or as an omelet; bacon or crisp ham; broiled fish, or salt fish in cream; sausages; corned-beef hash; chicken hash; chicken livers, brochette; baked potatoes; hot buttered toast; calf's liver; kidney stew; muffins; waffles; corn bread in one of its more unusual forms, such as spoon bread or custard corn bread; hot cakes. The coffee must be of the best, the cream of the richest. There should be jam and honey and maple syrup. Fruit, both raw and stewed, should be offered. Don't offer cereals unless you know that some of your guests depend on them. It is well to drill your cook on a few very special things—sausages or broiled ham with spoon bread, for instance; or chicken hash and old-fashioned Sally Lunn; or fresh broiled trout and muffins; or oysters in bacon and hot cakes—than to attempt too great a diversity. That is the real epicurean touch. And all hot dishes must be *hot*, not lukewarm.

6. *How should the table be set?*

Either with doilies and runner or center square in rather heavy plain Italian linen, or with one of the new colored linen breakfast sets, cloth and napkins—sometimes doilies and napkins—in clear blue, yellow, or rose. A great bowl of fruit or flowers is ample decoration. The coffee urn should be on the table, before the hostess, who serves the coffee. Decorative honey or marmalade jars should also be on the table. In some houses the hot meat dishes are placed on the sideboard with their proper containers for keeping them hot, and the men of the party serve the ladies—a rather jolly custom, but not always practicable. Everything must be served promptly—there must be no long waits between relays of pancakes or waffles, no tiresome delays when the meat dishes are due to be passed again. Better to put the meat dishes on the table in front of the

host, covered, so that they will retain their heat, and let him serve them, keeping a watchful eye on his guests' needs. It is perfectly good form to do this. Otherwise everything is passed by servants.

7. *What is the proper dress?*

Men wear ordinary business clothes or, if the breakfast is given before any special sporting event, the appropriate sport things—golf clothes, or riding or shooting togs. This same rule for sport clothes holds good for women, but simple dresses of crêpe de Chine, kasha, or twill, with a



*How Fortunate That Sports Clothes Are Generally Becoming to
Women Who Must Wear Them to Any Breakfast
Preceding a Day Afield*

small hat, are the proper wear for a breakfast in town or city, in winter. In summer, in the country, a good-looking cotton or linen dress, with either a large or a small hat, not too elaborately trimmed, is the correct wear.

8. *When do guests leave a breakfast?*

Usually from fifteen minutes to an hour after the meal is over, depending on their engagements and what the other guests do. If you are among intimates, with interesting conversation going on, it would be foolish to leave too soon. On the other hand, the lingerer at social functions is invariably classed as one of the most tiresome of social sinners.

For Wedding Breakfasts, see Chapter xxxix, "Weddings."

Chapter IV

BUSINESS ETIQUETTE

IN no phase of life do good manners shine so pleasingly or exert so admirable an influence as in business and professional circles.

The American business man frequently pictured in drama as a boor who receives callers with a cigar drooping from the corner of his mouth, his hat on his head, and his feet on desk or table, who bellows at his employees and belabors the most convenient piece of furniture with a clenched fist, may be amusing to theater-goers, but in real life he is an abomination to all who must deal with him, whether they are his equals or his subordinates. His bad influence reaches employees in every department of his plant, store, or office, and his manners are reflected in the greeting which the office boy extends to a caller.

To Americans, English business men seem tantalizingly deliberate and procrastinating; the French too suave to be sincere; the Italian too servile, too cringing. In America men go to the other extreme and are brutally abrupt. They may be said to have two codes of manners—daytime and evening. A happy blending of the two would make business life more pleasant and less nerve-racking.

Strange to say, even those employers who have the most atrocious manners respect and like well-mannered employees, so it pays a subordinate to observe the conventions. Correct speech and dress, the retort courteous, and the dignity and reserve which a successful but ill-bred employer lacks, may win promotion, but, more important, they engender self-respect and steady nerves in trying situations.

Drawing-room manners have no place in stores and offices, perhaps, but self-restraint and consideration for others are valuable personal assets everywhere. On the surface the following outline of social customs which are followed by well-bred people may seem burdensome, but they are fundamentally true, and, being founded on self-

control and consideration for others, they will make your business life move more smoothly.

1. *Are introductions necessary in a business office or store?*

This depends entirely upon the size and character of the staff. When the staff is small, its head or the personnel manager often introduces a new employee to the entire staff, thus: "This is Miss Jones, who will handle Mr. Green's correspondence." Thereafter no further introductions are necessary, and any coworker, man or woman, may speak to the newcomer. When the staff is large, the personnel manager usually introduces a new man to several of the men, or the new girl to a few of the other girls, and other introductions follow. In establishments where this spirit of courtesy is lacking, a new employee may be placed in a most embarrassing position. A new girl may wait for an hour, still wearing her coat and hat, before any executive appears to tell her where she is to work and where to find her locker. Under such circumstances, it is the privilege and the duty of an older employee to speak to the newcomer, to show her where to put her wraps and where to sit until her chief arrives.

A man wishing to meet a girl employed in the same department or office usually asks to be introduced by some man or woman already acquainted with her. There is no reason why all of the bars controlling introductions and greetings should be lowered in business any more than in drawing-rooms. The girl who shows that she expects courteous treatment and restraint on the part of men usually gets both, without being snippy or haughty.

2. *Is it necessary to greet each fellow worker on arrival at one's place of business?*

It may not be necessary, but it is the tactful and courteous thing to do. If your employer is a gentleman, he says "good morning" to the elevator man and the bootblack. It will not hurt you a whit to do the same whether you are man or woman. If you could watch the face of the timekeeper as employees pass him in the morning, you would notice a flicker of respect in his eye as he responds to certain greetings, clearly spoken. You acquire a certain

self-respect and confidence from knowing how to address properly your equals, superiors, and inferiors, and you certainly betray lack of breeding when you pass people with a curt nod or a familiar "hello."

3. *Is it necessary for men to remove their hats in elevators and business offices?*

In recent years rather a fine distinction has been drawn in elevator manners. A man removes his hat in the elevator of a hotel, theater, or opera house or club house, but not in the elevator of a railway station, a business house or industrial plant of any sort. The elevators first described are regarded as private elevators, which play a part in social life, while those in the second list are like trolleys or other public conveyances. To make this even more clear, in the elevators leading to the business offices of a certain New York skyscraper a man wears his hat, but when he enters the elevator leading only to the exclusive lawyers' club, he removes his hat if women are in the car. No gentleman wears his hat in an office where women are employed, though he wears his hat in a store when he goes shopping. The best bred men remove their hats when entering any office, even their own.

4. *Does a man make way for women in an elevator?*

A gentleman permits a woman to precede him in entering or leaving an elevator. When he holds back other men to make way for the woman, she inclines her head or murmurs a brief "thank you" in acknowledgment of the courtesy. Many persons claim that such conduct checks the progress of busy people in congested buildings, but in reality it takes little time and makes human relations far easier. If women in business are the good influence which popular opinion declares them to be, this influence should certainly be exerted over manners.

5. *Is smoking permissible in business offices?*

This depends entirely upon the character of the office and the attitude of its head toward smoking. Some employers forbid smoking during business hours because they fear that careless handling of cigarettes and matches may

cause fire or because smoking interrupts or reduces the efficiency of the workers. But in certain lines, notably in the arts, it is permitted. For example, a draftsman or illustrator who depends on a pipe or cigarette while working might become nervous and inefficient if denied the privilege of smoking. One thing is certain, no gentleman will smoke during business hours if he knows that it is offensive to his fellow workers. Stale tobacco, especially the odor of a dead cigar, nauseates both men and women. The head of a department, the employer, the proprietor of a business, who occupies a private office, often smokes and offers cigars and cigarettes to his callers, but he does not ask a woman secretary to share this room with him. She is given a desk or office outside, free from tobacco fumes. No young man who calls on another man in search of a position, to sell goods, or to ask a favor, enters the office smoking or carrying an odorous dead cigar.

6. *In business telephoning, who rings off, the person who calls or the person who is called, and how is this done?*

The first principle of good manners in telephoning is brevity seasoned with courtesy. Presumably every man and woman in business is busy. Long telephone conversations and chatter of a personal or intimate nature are unwise. In many large establishments employees are not permitted to make or receive personal telephone calls during business hours. This is the penalty paid by the many for the abuse of the privilege by the few who are thoughtless.

Do not permit your family or friends to call you during business hours except in case of an emergency or to make a necessary appointment, and then on the understanding that the call is to be made as short as possible.

It is generally conceded that the person who puts in the call also closes the interview, just as a caller in an office or a home rises to leave. However, when the person who puts in the telephone call talks on irrelevant matters so long that the business of the person called is interfered with, then the person called may say, "Sorry, but I am due at an appointment," or "A caller has arrived whom I must see," or "My secretary is waiting." A conversation can always be terminated courteously so that no bad feeling follows.

In business telephoning, when you get your number, say promptly, "Is this Mr. — ?" On hearing "Yes," immediately say, "Henry Grace of the Puritan Mills speaking," and plunge immediately into the subject of the call. If you have asked and been granted a favor over the telephone, close your conversation with, "Thank you," or brief expression of appreciation. Never ring off without saying, "Good-by," or some other phrase indicating that the interview is over. It is very rude to leave the other party, instrument to ear, ignorant that you have rung off.

One of the rudest customs followed by persons who overestimate their importance and the value of their time is to have a secretary or subordinate call a particular person, and then not take over the instrument until they have heard the assistant say: "Is this Mr. Blank? One moment, please. Mr. Jones calling." And at the other end of the line Mr. Blank waits more or less impatiently for Mr. Jones. Sometimes the latter, forgetting that he told his secretary to secure the call, has stepped into another office or is engaged in a conversation which he wishes to conclude, and so Mr. Blank is expected to wait. If you put in a call, give it your immediate and personal attention. This courtesy is due the person whose work you have interrupted.

If you are given a wrong number, say: "Sorry. I'll call Central." You have probably taken a busy man or woman from his or her work. On the other hand, if you are called to the telephone by mistake, and the caller apologizes, don't slam up the receiver. It wasn't the caller's fault, and you can reply to his regrets with, "All right." Allowing yourself to become all wrought up over such trifles not only makes you churlish, but will eventually disturb your nervous system.

7. *How can one protect himself from coworkers who are bores, particularly those who interrupt him at his work, who try to borrow money, or who gossip about office matters?*

To check annoying interruptions, you need only say, "Sorry, but this bit of work must be finished in such and such a time." You can rid yourself of the office gossip by being absolutely uninterested and by never asking questions.

Gossip thrives on an audience. If you are not interested, she will go elsewhere. Be sure of one thing—the man or woman who gossips to you will try to get something from you to carry down the line.

The man or woman who borrows money presents a more difficult problem. It is difficult to decide whether this is a habit due to bad management or a sudden need. In a real emergency, the employer or firm will usually help out a man or woman, and to-day in nearly every large city you will find an industrial bank, where any salaried man or woman of good character can secure a loan to meet an emergency. The best of managers are sometimes caught without cash for a sudden demand. I have known the head of a staff to borrow five dollars from his secretary to buy the flowers or box of candy he had forgotten for his wife's birthday. But the man or woman who is always short of lunch money or car fare, and who forgets

to return the dime or dollar he or she borrows, has a chronic ailment which should not be encouraged by loans.

8. *Is it excusable to manicure your hands or apply make-up in an office?*

No well-bred person performs any part of his or her toilet in any public place, and this applies equally in a business office or a drawing room. Every business firm provides dressing rooms for both men and women. If a man must manicure his nails, or if a girl must renew her make-up at regular intervals, there is a dressing room in which to do it. If the girl who manipulates a comb on her bobbed



You might expect the business girl who wears a sleeveless dress to comb her bobbed hair in public,—and the young man who goes in for loud checks to manicure his nails in sight of all and sundry!

hair and uses a soiled powder pad while sitting at her desk, could hear what the really nice young men say about her, she would drop the habit at once. In this country picking the teeth is a custom which is entirely taboo. Hawking, spitting, chewing gum, scratching and fingering the nose or ears, biting the nails, are all habits which betray lack of breeding and training in the home.

9. *How are business callers received?*

This depends entirely upon sex and age. A business man does not always rise when his caller is a personal friend, or a business acquaintance with whom he has interests in



*It Takes All Types of Men to Make Up the Business World.
Find the Man Who Knows How to Receive a Caller Properly*

common. He is more apt to say, "Come in, Bill, and sit down," indicating a chair and offering him a cigar. When he receives an older man, a woman, or any person of distinction, he rises and does not seat himself again until the caller has taken the chair indicated for his use.

In receiving an applicant for a position, he remains seated, but he never fails to recognize the entrance of his caller by, "Good morning," or some other courteous greeting. The employer who "puts an applicant in his place," as he expresses it, by ignoring the caller's presence in the room, by assuming absorption in his own work or interests, and by finally glancing up to ask, "Well, what do you want?" immediately stamps himself in the eyes of his pros-

pective employee as a boor and kills any spirit of co-operation or loyalty which the person may have hoped to feel for the firm.

No gentleman ever receives a woman caller in his shirt sleeves or with a cigar hanging from the corner of his mouth. If you can spare the time to receive a caller during business hours, you can spare time also to put on your coat and to speak as civilly as you would in your own home.

Getting rid of business bores and beggars is a fine art worth cultivating, and it can be achieved without antagonizing the caller. Many a business man must remain on friendly terms with loquacious and tiresome acquaintances and so he plans certain signals or has an understanding with his private secretary or the telephone operator. At a given time the private secretary enters the room and says: "Pardon me for interrupting, but the London mails are closing. May I have the instructions for Blank and Co.?" Or you can turn from the telephone call and say that you are sorry, but that you have been called into a conference with the heads of certain departments. You thus get rid of the bore without offending him.



*Let Your Stenographer Do It. That's
the Way to Get Rid of
a Bore*

A business woman adopts in her offices the same social rules that she follows in her own home. She does not rise to receive men or women callers unless they are especially entitled to this courtesy. She rises to receive a caller of distinction, or an elderly man or woman, and offers her hand, as she would at home. If she wishes to cut the interview very short, she may rise and not take her seat again, and no caller, man or woman, will sit down while she remains standing. This is merely protection of a courteous sort

for a busy woman, and she can offset it by asking, immediately after her greeting, "What can I do for you?" Business women who receive callers from members of their own sex who are advanced in years, or who have gained some distinction other than by merely making money, often accompany these callers to the public reception room or elevator when they leave.

In offices such as publishing houses, advertising agencies, and wholesale houses there is a public reception room. When a caller unknown to the head of the firm or department asks to be received, the girl at the switchboard or on duty in the reception room sends his card or name to the person he wishes to see. This person, in turn, has a perfect right to ask the nature of the caller's business, or to send an assistant or secretary to inquire the object of the call. If the interview can be granted, the caller is then conducted to the private office by the assistant, the secretary, or an office boy, and his name announced distinctly, thus, "Mr. James Cravath, of Chicago."

10. Who brings a business call to a close?

A business-like caller rises or turns to leave directly he has stated his mission and secured an answer. He does not linger unless his host (and a man is a host in his office as he is in his home) indicates a desire to discuss the subject of the call further or to take up some other topic of conversation.

A word of warning to women. Do not abuse your social acquaintance with a man to invade his office for the purpose of asking his advice on personal matters or to secure a contribution to your favorite charity. If you know him well enough to ask for personal advice, you know him well enough to ask him to make an appointment outside of business hours, but you never know him well enough to interrupt his business day. If you want a contribution, write him a brief and tactful letter, preferably to his club. If you send to his office a personal appeal written in long-hand, his secretary will probably call his attention to it. If it is typewritten or printed, it may go into the waste basket along with the hundred other appeals received daily by a busy man.

11. How can an applicant for a position make the best impression on a prospective employer?

By observing the courtesies indicated in Question 10, stating his business clearly and concisely, leaving when he sees that the interview is concluded. Many an applicant who has made a good impression on an employer ruins it by lingering, reviewing his qualifications, or talking of matters which could not possibly interest the employer. When answering an advertisement which offers a good position, or when calling in response to a summons from the head of a firm or department, dress appropriately and as well as your purse permits. Be well groomed, from a carefully brushed hat to polished shoes.

If you have a personal or business card, send it in by the employee who meets you in the public office or the reception room. On entering the private office, take your cue from the man who receives you. If he remains standing, you should stand also. If he offers a chair, dispose of your hat and take the chair quickly, then state your business crisply. On general principles, never enter a private office in search of a position carrying the odor of pipe, cheap cigar, or cigarette, or, if you are a woman, of heavy perfume. Don't enter chewing gum and then expect to be given a position of responsibility, for it is never done. If you have been recommended by a mutual business friend, be sure to mention this fact, thus: "I am John Gordon, of whom your friend, Mr. Heath, has spoken. I called at his suggestion."

12. What is the proper way to present a letter of introduction?

The safest way to present a letter of introduction is to send it through the mail, giving your club or hotel address if you are from out of town, or home address if you are a resident, and asking for an appointment. It is also permissible to call at the office of the person to whom the letter is addressed, and request the office boy or girl to take it in and inquire whether it is convenient for Mr. Blank to see you, and, if it is not, when you may have an appointment. As office help is notoriously undependable, I would

suggest that you write exactly that message on the back of a card which you send in with the letter of introduction. The office boy may thrust the letter into the hands of the man you want to see without delivering your courteous message; the man may force himself to see you when other things demand his attention, and, in this inopportune moment, you may miss making the desired impression. On the other hand, the message that you are asking for an appointment at his convenience gives him the immediate impression that you are a considerate and business-like person.

13. Is it customary to make gifts to employers and co-workers at Christmas?

An exchange of Christmas gifts is bad form except between personal friends. If the men and women among whom you work play no part in your social life you would embarrass them by sending more than a card at the holiday season. A gift, far beyond your means, sent to your employer or the head of your department, also places that person under an obligation which is apt to be annoying. In large offices of a better class, collections for gifts to the men and women higher up are forbidden, and if a Christmas bonus is distributed by the firm, it goes to each individual not as a Christmas gift, but as a reward for service. To repay this bonus by making a gift to your employer is unnecessary and in bad taste. It is quite correct, however, to send Christmas cards to business associates with whom your relations have been pleasant, and only a churl forgets to say "Merry Christmas" to his fellow workers, even to the office boy and elevator man, when leaving the office the day before the holidays begin. In some office buildings elevator attendants hang boxes for Christmas offerings in the elevators, but men and women who draw small salaries are not obligated to make contributions. In fact it encourages the deplorable custom of holiday begging. In properly run buildings the tenants, not individual employees of tenants, make up the gift for elevator men and porters which corresponds to the Christmas box of the club.

In this connection I beg of you not to encourage, let alone start, a movement for collecting funds to buy gifts for your employers or department heads. If a man is

retiring from business or a position, if he has received some signal promotion or appointment, let his equals, the members of the firm, show him courtesy worthy of the occasion, but do not start a collection which may prove burdensome to your coworkers. Weddings, funerals, and other special events too often offer an excuse for some officious person to start donations in which those around her can illy afford to join.

14. Who should take the initiative in developing business relations into social relations?

As between employer and employee, the former would make the first move. Between coworkers, usually the older man or the married man extends the first invitation. An employee should never invite his employer to his home or to luncheon unless his chief has indicated in some way that this would be agreeable. Observance of this rule may protect you from a social snub at the hands of a man who is perfectly willing to be friendly with you in a business way.

15. What should I do when my employer invites me to his home?

If you are a bachelor, you can safely figure that you are expected to contribute to the pleasure of the party, and, when issuing the invitation informally, the employer will mention his wife's name. If it is for a formal function, like a dance or reception, you will receive an invitation and will send your reply exactly as if you had long been a member of their social circle. See Chapter XXXIII, "Invitations and Replies." This invitation and the impression which you make as a guest may contribute to your business or professional success and change your social life. Therefore, leave nothing undone which will create a good impression.

16. What invitation may a woman employee accept from her employer?

If her employer is a woman, she accepts an invitation to luncheon, dinner, or the play precisely as she would accept it from a personal friend, and in due time she extends some social courtesy. If her employer is a man,

she accepts no social courtesy outside her business life which is not extended by his wife, his mother, or some other woman of his family. She will not go on board his yacht or motor boat, be entertained at his country club, and more particularly never attend a party in his home during the absence of his wife. No young woman in his social circle would accept such an invitation, and the fact that she is in business with him does not give an employee such a liberty. A question which is greatly discussed, now that so many women figure in business and professional life, is the mid-day lunch. Many important problems are discussed across the luncheon table, and it is often essential that a woman holding a position of responsibility should join in these midday conferences. The woman executive, therefore, is allowed certain leeway. She may lunch alone with another executive, even the head of the firm, who is a man; but a stenographer, a private secretary, any girl or woman holding an unimportant position, should not accept luncheon invitations from men higher up, when comparisons between their financial and social positions might create gossip. It is bad form for a single girl to go to lunch regularly, or even occasionally, with a married man whom she meets in business. A girl may accept an invitation from a single man, however, for luncheon, for tea, or for dinner, if their business relations are pleasant. She will not accept these courtesies from a young man who does not ask for the privilege of calling at her home and meeting her parents. These rules may seem very narrow, even unnecessary, to the girl who is new in the business or industrial world, but eventually she will realize that they protect her from considerable annoyance, and that by observing them she stands a better chance of advancement with her firm. Remember, there are social lines in business as well as drawing rooms. When you try to break through them you sometimes have a bad fall.

17. *What should a woman do if her employers ask her to entertain out-of-town buyers or customers?*

If the firm's guests are women, she will entertain them precisely as she would any other out-of-town guest. If she belongs to a club, that is the ideal place to entertain busi-

ness guests; otherwise she will choose a restaurant, a hotel dining room, or a tea room, or perhaps the theater. It is rash to invite perfect strangers into your home; you may regret it. A thoughtful employer will not embarrass a woman by asking her to entertain men. If, in an emergency, a woman executive is asked to entertain a man for her firm, her employer makes the necessary arrangement at his business club, provided women are admitted to the dining room, or at an exclusive restaurant, where she has instructions to sign his name to the check. No business woman who cherishes her good name goes to the theater with an out-of-town man she has never met before, especially a married man, except as one of a large party made up of members from her firm, at which time she must think of herself as a saleswoman disposing of the firm's good will.

Chapter V

CALLS AND CARDS

CALLING customs depend upon the locality in which you find yourself. If you live in Washington permanently, or as one of the ever-changing members of the Cabinet, congressional, army, or navy circle, you will follow the calling formula closely and keep a visiting list. If you live in New York City, or any community which prides itself on following metropolitan customs, you would stamp yourself as provincial if you had a day at home or fretted about the small number of cards left at your door. Fortunately, however, for those who like system, even in social relations, and for the timid newcomer, in thousands of cities and smaller communities it is still good form to receive calls and to make them. Even in those cities where the exchange of formal calls is on the wane, there are certain occasions when such a visit must be made.

1. What calls are obligatory?

A. The call of condolence, which should be made immediately after you learn of the bereavement. If no member of the family can be seen, you write across your card, "With sympathy," or, "So sorry to hear of your loss."

When the person bereaved is a woman, both men and women make this sort of call, but a woman does not call on a man who has sustained a loss through death unless she knows his family also. Instead she immediately writes him a note of sympathy.

B. Calls on the sick. It is not only selfish, but rude, to neglect a friend or an acquaintance who is ill. If you cannot see the invalid, you may leave flowers or your card bearing the message, "Called to inquire about you," or "I hope you will be able to see me soon." In case of light illness or convalescence, fruits, flowers, jellies, or books may be

brought to the invalid or left at the door. In the case of grave illness a card only is left at the door.

C. Calls on the fiancée of a relative. When a male relative announces his engagement, whether you are a man or a woman, you must call on the fiancée, asking for both the girl and her mother, or leaving a card for each if they are out when you call.

D. Calls on newly-weds. If you were invited to their wedding, you must call on a newly-married couple soon after their return from their wedding trip or after the date named on the wedding announcement as the time they will be "at home."

E. Calls on a new mother among your personal friends. This call is paid as soon as word goes forth that the mother is able to receive visitors, either at the hospital or immediately after her return to the home. A card of congratulation with a gift for the baby may also be sent to the mother.

F. Calls on out-of-town people who have entertained you in their home towns. This call should be paid promptly at the hotel, the club, or the private home where they may be stopping. If you do not call soon after being notified of their arrival, they will be justified in thinking that you do not wish to repay the hospitality shown to you, nor to continue the acquaintance. Married women, girls, and bachelors pay these calls on the visiting women. A married man has his wife call with him, whether she has ever met his out-of-town friends or not.

In this connection wives of business men have a little calling problem all their own.

Let us suppose that Mr. and Mrs. Chicago have a friendly way of entertaining Mr. Detroit and Mr. Boston, good customers of Mr. Chicago. Naturally Mr. Detroit and Mr. Boston sing the praises of Mrs. Chicago and her hospitality to their respective wives. When Mrs. Detroit or Mrs. Boston accompanies her husband on his next business trip, she will be offended if Mrs. Chicago fails to call on her. A tactful wife who entertains her husband's out-of-town business friends never ignores the presence of their wives when they come to town. Any husband knows that such rudeness may injure his business.

G. Dinner or party calls. This custom varies with the

community. Newcomers in a town or city should post themselves. If the social leaders, especially the elderly women of means, maintain the visiting list which has been discarded by the more restless or radical groups, matrons, girls, and young men should pay the prescribed call within a week after the dinner or other formal entertainment. The married man sends his card by his wife. The single man, if he can knock off business early enough, calls at the hour when his hostess is usually serving tea to her friends, or on Sunday afternoon or in the evening, first telephoning to ask if it will be convenient.

2. In communities where formal calling is customary, who calls first?

In a large city, like New York, Philadelphia, St. Louis, or San Francisco, calls are not made indiscriminately. The arrival of a new family passes unnoticed. The hope of Mrs. Valley Center, when she settles in Kansas City, lies in the fact that former neighbors who have preceded her to the city may suggest to certain friends that they call on the newcomers. If she has no acquaintances in Kansas City, she may have no callers at all until she makes friends through the church, the club, or the welfare work open to new people. In smaller and more gregarious communities, the older residents make a point of calling on newcomers who bear the stamp of eligibility.

An elderly woman of social prominence in the town may say to the new resident when they meet, "I do wish that you would come to see me." This invitation the younger and less prominent woman may accept in lieu of a first call. When two women of the same age and social position have met in club, church, or civic work, but have never exchanged calls, either one may say to the other, "I would like to call on you, if I may," and the other will immediately answer, "I will be delighted to have you." All first calls must be returned promptly, even though the friendship go no further. Time may prove that the two women have no real interest in common.

When a local man brings home his bride from another city, his friends and neighbors will call on her immediately she is settled in her new home.

3. *What are the hours for formal calling?*

Between three-thirty and four-thirty, except when calling on a woman who announces a day at home during other hours, like four to five o'clock. If you pay your call on her day at home, you are not expected to pay a formal call on another day.

4. *What does one wear for formal calling?*

Afternoon dress and wrap. See Chapter XIV, "Dress for All Occasions."

5. *How does the caller present her card or cards when making a formal call?*

In a home where a staff of servants is maintained, the butler is on duty in the front hall. When he answers your ring, he will present a card tray on which you lay your card, or cards, asking for your hostess. If she is receiving visitors, he will lead you to the reception room, saying, "Have a chair, please." He then carries your card to the mistress of the house.

If your hostess happens to be in the parlor with callers who preceded you, the servant will merely announce you by name and usher you into the reception room, carrying your card away on the tray.

If the door is opened by a waitress or a parlor maid, she does not announce you as the butler does. She



The Servant Who Opens the Door, Butler or Maid, Will Proffer a Tray for Your Visiting Card

enters the drawing room briskly and presents your card to the mistress, while you lag behind, giving the hostess time to read the name on the card. If your hostess is at home to callers, but in another room, the maidservant ushers you

into the reception or drawing room and carries your card to her mistress.

If the servant says, "Mrs Blank is not at home," you do not question this statement, no matter how strongly you feel that she is in the house, nor do you regard it as a snub. The phrase "not at home" covers both absence and any contingencies which may have arisen to prevent her receiving callers.

6. If the hostess is not at home, how many cards does the caller leave?

The answer depends on the number of women in the house, but three cards are the maximum number. One is for the hostess herself, one for the other ladies of her household, and, if she is entertaining an out-of-town guest, a third card for her visitor. If your daughter has been introduced to society and is not able to accompany you on this call, you leave a card or cards for her, corresponding in number to your own, and one of your husband's cards for each lady and gentleman in the household. If there are other ladies than your hostess in the house, you will ask the servant, "Are any of the ladies at home?"

7. How does a caller dispose of wraps?

A woman retains her wrap, hat, and gloves when she enters the drawing room. If it is a stormy day and she is wearing rubbers, she leaves those in the hall. In the drawing room, she allows her fur piece or heavy wrap to slip off her shoulders, but she does not remove it. A man leaves his overcoat, hat, gloves, and stick in the hall.

8. How long should a formal call last?

Twenty minutes is the prescribed time for a formal call. However, if the conversation becomes interesting and the hostess urges the caller to remain longer, ten or fifteen minutes may be added to the time.

9. What shall the caller do when she realizes that her visit is inopportune?

In a home where a servant is in attendance at the door, a caller is never placed in this awkward position. The

servant merely announces that the hostess is not at home. If the servant admits you to the house and you meet your hostess dressed for the street and about to leave, you lay your card on the tray and say something like this, "As you are leaving, we will go out together." Unless you are very friendly with the hostess and know that she really wishes to have you stop with her, you never accept her polite invitation to enter the drawing room. The very fact that your hostess is ready to leave the house makes your call inopportune.

If you find your hostess disturbed by some domestic situation or engaged in a conference with a previous arrival, you sit down as if nothing unusual had occurred, but in a few moments you take your leave without comment, precisely as if the customary twenty minutes had elapsed. If your hostess is an experienced and clever woman, she does not urge you to stay, and she admires your tact.

10. Does the hostess rise to receive a caller?

This depends upon the situation. If the hostess is an elderly woman and the caller is a young woman, or if the hostess is seated behind her tea table, she does not rise to receive a woman. She merely extends her hand in greeting and the caller crosses directly to where her hostess is sitting, extending her hand also. The hostess never rises to receive a man unless he is very old or very distinguished.

11. Are introductions necessary if other callers are present?

Certainly. See Chapter XXI, "Introductions."

12. How is a call brought to a close?

As the moment approaches, avoid starting a fresh topic of conversation which you will have to interrupt. Wait for a pause in what others are saying, then rise, and, without prefacing your departure with any phrase like, "I must be going," or, "I am sorry to hurry away," approach your hostess, who will rise and extend her hand. You need only to say, "It's been pleasant to see you again," and then, including other callers in a general, "Good afternoon," *leave the drawing room*. Nothing is more embarrassing

for your hostess than to have you pause several times on your way to the door for a conversational postscript.

If your hostess has other callers, she does not accompany you even to the door of the drawing room, but resumes conversation with her other guests. If you are the only caller, she may accompany you to the door of the drawing room, and, if you are an elderly woman, she may even accompany you to the front door, or, in an apartment house, to the elevator, where she rings the bell for you; but this attention is paid only by youth to age. A woman never accompanies a man beyond the door of her drawing room.

13. Does the caller wait for a servant to open the hall door?

If a servant is in attendance on the door, there is no waiting. As the guest leaves the drawing room, the servant opens the door and holds it open until the caller reaches her motor, or, if she is walking, until she reaches the foot of the steps. For a man caller, a butler will hold his overcoat or offer him his hat, gloves, and stick.

14. Do men pay daytime calls?

Rarely, except at tea time, when they telephone to the hostess to inquire whether the call will be convenient. In fact, it is always safer for a man to telephone before making either an afternoon or an evening call.

15. Does the hostess always serve tea to callers?

Rarely during the hours for formal calls or before five o'clock.

16. What is meant by the informal call?

The informal call is a very comfortable custom which is rapidly putting the formal call out of business. It thrives in country and suburban life and around tea tables in cities. In many houses the mistress makes a practice of sitting where she knows she makes a charming picture, behind her tea table, from five to six o'clock. Her women friends call then, with or without telephoning, and men, knowing her custom, often drop in on their way home from business. In summer, tea or cooling drinks are served on the porch,

or under a tree near the tennis court, and women find this a most simple way of exchanging calls or visits. Among suburban women and owners of country houses, where the servant problem does not exist, women exchange these informal calls any time between ten-thirty and one, and between three-thirty and six. But in communities where hostesses have only one or two servants, or may even help with the housework, even the most informal call should not be paid until after three o'clock.

17. What is served during the tea hour?

This depends on the weather. Some hostesses serve hot tea the year round. Others serve hot tea in winter, iced tea and other chilled drinks in summer. With the beverage should be served the simplest sort of sandwiches, bread and butter, or thin wafers or cake. Salads, ices, and French pastry are reserved for receptions.

18. What is the correct service for the informal afternoon-tea table?

See Chapter XXXIII, "Teas and Other Afternoon Parties."

19. Has the "day at home" disappeared?

Not at all. Even in scatter-brained New York, some of the exclusive hostesses still send out cards at the opening of each social season, announcing their day at home. In all cities the custom is a great convenience for both hostess and caller. In Washington and even at a state capital a day at home is essential. The hostess who wishes to have a successful series of "at home" days is not satisfied, however, with merely sending out cards, donning a becoming frock, and seating herself behind a well-appointed tea table. To insure a number of pleasant callers, she rather specializes in this form of entertaining, by creating an interesting atmosphere in her rooms, by serving little novelties at her tea table, and above all else, by inviting to her home people who will interest one another and carry on conversation that rises above golf scores, speed records, and country-club gossip. "At home" days, if successful, are really miniature *salons*, drawing together cultured, artistic people who have common interests.

20. *When may cards be left in place of a personal call?*

Within a few days after you have taken a meal in a woman's home, or if you have been invited to lunch or dine and could not accept the invitation.

When two women have not exchanged calls, and particularly if one of them is from out of town, a card must be left, either before an invitation is sent or with the invitation. For example, if Mrs. Louisville has received a letter from a mutual friend, introducing Mrs. Denver, she will leave her card at Mrs. Denver's hotel before she invites the latter to dinner, or, if the time is very short, she may leave the card with her invitation. A call must be made or a card must be left by a hostess before she extends an invitation to a woman in her town except when an elderly woman uses her prerogative and merely writes a note to a younger woman inviting her to be her guest.

21. *Is it necessary to return calls?*

Good manners demand that you return a *first* call, and there is no excuse for the snub which failure to return that call involves. If you do not desire to continue the acquaintance, you need not return the second call.

22. *Does an invitation for luncheon or dinner take the place of a formal call?*

Not in a community where the custom of exchanging calls is still followed, as explained elsewhere in this chapter. In localities where formal calling has been abandoned, and among intimate friends who are in the habit of exchanging social courtesies like dinners or luncheons, playing bridge, or having tea together at more or less regular intervals, no record of calls is kept.

23. *When may cards be used instead of written invitations?*

For the informal entertaining, when they replace the formal invitations entirely. See Chapter XXIII, "Invitations and Replies."

24. *What is the "P. p. c." card?*

An ordinary visiting card with P. p. c. written in ink in the lower left-hand corner. These letters stand for "Pour

prendre congé," meaning "To take leave." The card is left at the door of any acquaintance when you are leaving town for the season, for a long tour, or for your own home after an extended visit in the city. It can also be sent by mail, immediately before your departure, but it does not take the place of a last call on anyone from whom you have received special attentions, nor the farewell note of appreciation to anyone who has shown you particular courtesy during your stay.

25. *What is the correct size of the calling card?*

The cuts on the following page show the correct sizes.

26. *What is the correct style of engraving?*

The correct calling card is simple white unglazed bristol board of medium weight, with the necessary engraving only. Crests or devices of any kind, and any color of engraving except black, are bad form. What is known as shaded block is now the preferred type. Men use a plain block type, but script has practically disappeared. Printed cards are never used by well-bred persons.

27. *What is the correct phrasing for a married woman's card?*

"Mrs. James Wells Stanhope," not, "Mrs. James W. Stanhope." A married woman uses his name until her husband dies. Then if her son, named for his father, is married, he drops the "Jr.," and his wife become "Mrs. James Wells Stanhope," and his mother becomes "Mrs. Stanhope." A widow does not use her Christian name on her cards, thus, "Mrs. Esther Stanhope." A divorcée usually drops her husband's Christian name and combines her family name with his surname, thus, "Mrs. Howell Stanhope," "Howell" being the name of her parents.

28. *How do cards read when the son who bears his father's name, "George Howell," marries?*

The card of the father's wife reads "Mrs. George Howell." The card of the son's wife reads "Mrs. George Howell, Jr." When the father dies, the son is no longer

Matron's Card

Mrs. James Wells Stanhope

00 Park Avenue

Bachelor's Cards

Mr. James Wells Stanhope, Jr.

Harvard Club

Mr. James Wells Stanhope, Jr.

00 Park Avenue

"George Howell, Jr.," but is "George Howell." When he drops the "Jr." from his card, his wife does the same.

29. How does the card of an unmarried girl read?

When there is only one daughter in the family her card may read "Miss Stanhope" or "Miss Millicent Stanhope." When there is more than one daughter in the family, each has her full Christian name engraved on the card, thus: "Miss Millicent Stanhope," "Miss Margaret Stanhope," but never a nickname, like "Milly" for "Millicent," or "Peggy" for "Margaret." Nicknames, like initials, are very bad form on a card.

30. What is the correct phrasing for a man's card?

His name in full should be engraved thus: "Mr. James Wells Stanhope." If his inconsiderate parents have given him four names, thus, "Mr. Arthur James Wells Stanhope," he may use one initial, preferably the first, thus, "Mr. A. James Wells Stanhope." Who could blame him? A son named for his father has this card—"Mr. James Wells Stanhope, Jr." If "junior" is spelled out, the J is not capitalized.

31. When may a boy begin using Mr. on his card?

Directly he leaves college. Many young men use the "Mr." from their Sophomore year on without really fracturing the social rules. A young man who does not go to college has "Mr." on his card when he goes into business.

32. How are titles used on cards?

For all social uses, these forms are followed: "Dr. Jonas Smith," "Rev. John Henry Lyre," "Judge Thomas Doolittle," and "General Amos Strongheart." "Jonas Smith, M. D.," "John Jones, D. D. S.," on business or professional cards.

33. Do husbands and wives have a joint card?

Yes, "Mr. and Mrs. James Wells Stanhope." See question 26.

34. Are addresses used on cards?

Yes, on the lower right-hand corner. For a town house, "20 East Sixtieth Street"; for a country house, "Wide Acres." Unmarried men give the names of their clubs on their cards. A married man may give his club or business address on cards used in business intercourse, but on the cards used for social purposes he has no address.

Chapter VI

CHAPERONS

MODERN fiction writers and dramatists to the contrary notwithstanding, chaperons are not an extinct species. However much young girls extol freedom and assail Victorian customs, when it comes to actual practice the daughter of a family with any claim to social standing often seeks the protection of a chaperon's wing as a downy chick scurries in search of a maternal-looking hen. Young women who motor unchaperoned with men until all hours of the morning, who board private yachts, or who attend teas in bachelor apartments unaccompanied by a chaperon are not in good social standing and they know perfectly well that they are imperilling their social future, perhaps their matrimonial prospects. *Cytherea*, *The Beautiful and Damned*, and *Glimpses of the Moon* are true pictures of certain social groups which consider themselves "smart," but these people are not acceptable in what is known as good society in New York or any other social center. Neither are they tolerated among the old families, the sound social circles of smaller communities. The determination of the modern girl to find an outlet in a business, a profession, or some form of civic or welfare work may complicate the tasks of the chaperon, but they do not dispense with her admirable services. You may read of the careless studio life which artistically inclined young women lead in New York, but as one who has worked among them, I do assure you that those who have social ambitions of the right sort, those who associate with nice people, are chaperoned even in their studios and in their homes. A mother or elderly relative lurks in the background. The business girl wishing to enjoy home life in a strange city asks an older woman to share the apartment with her. So in this chapter we must consider chaperonage for the girl of leisure living at home with her parents and

chaperonage for the girl who, to use a phrase of the hour, is "out on her own."

1. Does a girl need a chaperon other than her mother?

Rarely, when the mother is in town. When her mother is at home, though in another part of the house, a girl is properly chaperoned when a man calls on her. If, however, her mother is away from home, the girl will not entertain a man at tea or dinner without having an elderly woman in the house. If her mother cannot attend a ball or a tea, dinner or supper given by a bachelor in his rooms or hotel, the girl must be very sure that an older married woman will be present. A girl may not go to a university "prom," a football game, a boat race, or Commencement exercise, where she remains overnight at a hotel, unless she is properly chaperoned. A young girl may go shopping without a chaperon, but if she calls on the dentist or the doctor, even the family lawyer, any man at his office or place of business, she must be accompanied by another chaperon if her mother cannot go with her.

2. Where may a girl go unchaperoned?

She may go unchaperoned on short motor rides, to the country club, to any sort of sporting event which does not involve a journey, horseback riding, canoeing, walks in the country, and she may go alone to a *matinée*, the "movies," or to an afternoon concert with a man, but she may not go to the theater or the opera alone with him at night. She may go to a private party without a chaperon, but attended by a maid, because it is supposed that the hostess who issues the invitations will be present with other married women.

Country life gives girls many privileges. With the consent of her parents a young girl may sit on the beach with a young man, drive him about in her car, tramp through the woods with him, but if she runs into town for a day she may not lunch alone with this same young man. She may lunch with him at the country club unchaperoned, but if she goes into town for tea and dancing at a restaurant, a chaperon is in attendance. It is assumed that mutual friends

supply this chaperonage at the country club. Girls go unchaperoned, for tea and dancing, to certain dance clubs in all large cities, like Washington, New York, and Chicago, because the director of the club supplies one or more chaperons. In New York City older girls and young married women are often seen lunching with men at certain hotels and restaurants which bear the stamp of society's approval. Here it is supposed that one will meet a number of close friends; but at a downtown restaurant or at a café in the theatrical district, a girl is among perfect strangers. It is very easy for a family moving to a different city to learn the chaperoning customs of the best people in their new home.

3. *Is a chaperon necessarily married?*

Strictly speaking, yes, but age and dignity are as important as the marriage ceremony. The young, feather-brained wife who makes a practice of dashing about with single girls to functions given by bachelors, unattended by her husband, is less desirable as a chaperon than the spinster past forty whose dignity and gray hair spell protection for the young girl. Professional chaperons at private schools are often unmarried, retired teachers.

4. *How does a mother secure a chaperon for her daughter when she cannot accompany her to a function or a trip on which a chaperon is required?*

If the social affair be a dance at a club or hotel, or a charity event, she can readily find out whether chaperons or patronesses will be in attendance. At a dance in a private home, or a dinner, she sends her daughter in the family car attended by an elderly maid, who remains in the dressing room to return with the young girl after the dinner or dance, or, if it is necessary for the maid to return to the home, she comes back with the chauffeur. No young girl of social standing in a large city goes to and from an evening function without such attendance, nor does she trust to some chance young man bringing her home, or that her hostess will look after her. It is not unusual for two or three young girls to go to a dance in one motor, attended

by one girl. In other words, a single chaperon will do for several girls.

When several girls in the same social circle travel by rail or boat to a college or university town, for a sporting event or dance, the chaperon will suffice for the group.

5. For such journeys who pays the expenses of the chaperon?

This is governed by circumstances. Very often a chaperon who enjoys associating with young people is glad to bear her own expenses and at other times, when her attendance is a favor to the young people only, her expenses are paid by the parents of the girls jointly. At a fashionable school all of the expenses of the chaperon are paid by the students whom she accompanies to the theater or on a journey.

6. When does a bachelor ask for the co-operation of a chaperon?

Whenever he invites unmarried women to his country house, his town apartment, his hotel suite, to a dinner in a hotel or restaurant, to a theater party, to a luncheon in a dining room or restaurant, or aboard his yacht. A wise bachelor does not take a young girl aboard his sail or motor boat without a chaperon, because engine trouble or a fog may keep them afloat overnight.

7. Is a married woman her own chaperon?

A married woman may go alone to social functions and on journeys, but she does not dine alone in a public restaurant with a man other than her husband, unless he is a relative, nor does she go to a bachelor's quarters unaccompanied by other women or by her husband.

8. Does a widow or divorcée require a chaperon?

Here is another situation governed largely by circumstances. If she has children and a staff of servants, or if she has a relative living with her, even a man like her father or her brother, a chaperon is not required. If, on the other hand, she is childless, young, and good-looking, she will

have an elderly relative or a housekeeper of dignity on her staff, as resident chaperon.

9. *What is meant by the term "resident chaperon"?*

The resident chaperon is usually an elderly woman employed by a single girl to live in her house and take the place of her mother as her social protector. She may be married or single, but if she is single, she should be over thirty-five and possess the dignity which is supposed to come with marriage.

10. *What is the position of a chaperon in a single girl's home?*

She is more companion than housekeeper, and her social position is very like that of a relative. She may audit and pay all of the bills, yet she may have a secretary working under her just as she may have a housekeeper on her staff. She is really the mistress of the house. She advises rather than issues orders to her charge and she must have tact, sympathy with youth, and the charm to act as hostess in the home of her young charge.

11. *What authority has the resident chaperon over young girls?*

Much of the authority exercised by a mother. While she does not say, "You may not," she urges the young girl to decline the invitations which she should not accept. If any young man who calls frequently, or who shows the girl particular attention, is undesirable, or if the girl proves intractable, willful, or extravagant, the chaperon takes up the matter with the girl's father or relatives.

12. *What are the duties of the resident chaperon?*

The duties are similar to those of a mother. If the girl has no close relatives who will act as hostesses for her, written or engraved invitations will be sent out in the joint names of the girl and her chaperon, with the latter's name first, thus:

Miss Amelia Wilson

Mis Carol Vanderdyne request the pleasure of
(Name of guest is written here)

company on Friday, the fourteenth of January
at ten o'clock

Seven hundred East Sixty-second Street

Dancing

R.s.v.p.

If it is a less formal affair, like a tea, a joint card may be sent out:

Miss Amelia Wilson

Miss Carol Vanderdyne

Seven hundred East Sixty-second Street

January fourteenth

If the invitation is merely a note, written by the young girl to her friends, or if she telephones the invitation, it is thoroughly understood that the chaperon will be there. It is not correct for a young girl to entertain in any way without her chaperon in attendance or near at hand. If she gives a dinner to young people and married friends, her chaperon sits at the head of the table. If she invites people in to tea, the chaperon sits behind the tea table. If it is a country house and she entertains a party of young people on the tennis courts or verandas, the chaperon is somewhere in the background. The chaperon never retires until a young man caller has left the house, and either the chaperon or an elderly woman servant remains up until the girl returns from the social function to which she has gone, and of course the chaperon accompanies the girl on any long journey she may take.

13. *Is it necessary for a motherless young girl, or for several young girls, to have a chaperon when their father lives with them?*

It is extremely hard on their father if they do not, for, in the absence of the chaperon, he must attend functions in which he is not interested, or remain at home when he would

rather be at his club or with personal friends. His natural recreations would be with men and women of his own age, but, with no chaperon in the home, his social life must be sacrificed to his daughter, which is a bad idea. A man of good financial and social position can well afford to employ a resident chaperon.

14. At what age can a single girl dispense with a chaperon?

A single girl living with her father may dispense with a chaperon on her twenty-fifth birthday. If both parents are dead, she retains her chaperon until she is at least thirty. It might be well to say that these are not hard-and-fast rules. Much depends upon the girl and her bearing, her obedience to the conventions.

15. What chaperonage can be had by the girl who is making her own career away from home?

Before answering this question we must decide between ourselves whether or not the woman who is carving a career for herself in business, in a profession, or an art has social standing which must be conserved. Personally, as a woman who has worked for years among business women, I know that economically independent women have social standing, not only among their coworkers, but with the so-called society people. The day has passed when a girl is dropped by the leisure class in which she has moved because she has decided to work in a studio, conduct a shop where her flair for designing will find expression, or carry on some practical form of welfare work which takes her out of the home of her plutocratic parents. If these daughters of the rich have accomplished nothing more along economic or artistic lines, they have contributed immensely to the emancipation of their sex by bestowing upon their humbler sisters of the self-supporting class a social position that is well worth attaining. To-day the social lines are drawn and conventions are observed among self-supporting women as carefully as in the drawing rooms of their leisure sisters. A woman is no longer socially damned because she carries a latch key, but she is cut if she abuses its privileges. Engaged in any gainful occupation, and living away from home, she must have a relative live with her or employ an

elderly housekeeper of sufficiently good breeding to substitute for the resident chaperon, or she must build around her the chaperonage of environment and punctilious conduct. The little daughter of the rich paying a high salary to a resident chaperon of unimpeachable reputation may nullify all this protection by her own careless conduct, while the absolutely unchaperoned business or professional girl may be lifted above criticism by living under what might be termed public chaperonage, and by so conducting herself that she creates no suspicion concerning her moral and her social relations. Two or three girls living in a city apartment, with no chaperon save a competent servant, will not be criticized provided their apartment is in a house located in a good neighborhood and managed by a firm or a landlord who requires references and who ejects undesirable tenants. Girls of this class, who respect themselves and their position in society, do not give late parties, nor allow men callers to remain past midnight, nor return to their apartments after that hour, except in an emergency or when properly chaperoned. They carefully avoid associating with either men or women who defy the conventions, and they do not go to cheap cabarets or to restaurants where the dancing is unconventional or worse. They make a point of seeing the best plays and art exhibits, hearing the best music, reading the best books, and gradually building around themselves a worth-while social circle. This of itself is dignity and the invisible chaperon.

Chapter VII

CHILDREN, THEIR MANNERS AT HOME AND ABROAD

GOOD manners in children are founded upon discipline; built by unceasing vigilance, tact, and justice. The undisciplined child cannot have good manners and the child who is constantly nagged is rarely well mannered.

The family of wealth and good breeding employs a competent and refined woman to preside over the nursery and to supervise the early training of children. Later this nurse is succeeded by an equally well-mannered governess or tutor. The average family which has wealth without breeding does not attach sufficient importance to nurses, governesses, and tutors. The mistress of the house may engage a highly expert chef and butler, yet give little thought to the nurse she employs. Later the finest cuisine will fail to hold desirable guests who are repelled by the bad manners of the children in the household.

The mother and father of moderate means who must train their children in all the niceties of life have to make real sacrifices in the performance of this task. They must keep calm and be punctilious in their own manners, and at table they must deny themselves conversation which would be so absorbing as to make them neglect their children.

Training in manners starts literally in the cradle. Demands for entertainment and attacks of infantile rage may be pronounced cute by a delighted young father, but a few years later he will be humiliated when the same child makes a spectacle of itself before visitors or in a public place. The mother who cannot afford a competent nurse with good manners must lay the foundations in table manners before her child comes to table; and no child should be permitted at table until he behaves properly. Small wonder that visitors flee the scene and men leave

home when a mother permits her two-year-old to bang on cup or porringer with his spoon, pour milk into his tray or on the floor, smear food over face and hands, or shriek for "more" at table while adults strive to conduct an intelligent conversation. In the home with only one servant, or without any servant, a mother can feed a small child before or after the regular meal hour and leave it to amuse itself in crib or play-pen while the adult members of the family eat. This procedure will conserve her nervous energy and aid her digestion. Many a mother has been made ill by continuously interrupting her meals to wait upon or soothe a crying child.

1. What are the first steps in developing a mannerly child?

Teaching him to respect the rights of others through firm discipline; to sit, walk, and eat properly; to speak quietly and respectfully to his elders; to treat his play-mates fairly; to meet, greet, and part with adults and children in a proper manner.

2. How can a small child be trained to respect the rights of others?

First by accustoming him to remain alone while he is still a small baby. Many a child is ruined by being "shown off." As he grows older, make him understand that being in the room with older people is a privilege, and that when he abuses it by crying or playing too noisily, he will be sent from the room. A child is easily taught to do his noisy playing in a nursery, or outdoors, and to be quiet when he is with adults. This does not mean that the parents should constantly say, "Hush!" to a child, or refuse to answer his questions, but it is not necessary to develop the child's egotism until he feels that he can hold the center of the stage no matter who is present.

3. How can children be taught to stand and sit properly?

Largely by example. Exercises and dancing lessons give children grace and ease. If a child stands or sits badly, have him examined by a good physician. He may have a slight curvature of the spine. If he walks awkwardly, give

special attention to his feet and shoes. A normal child is naturally graceful in posture. For his games, reading, and writing, supply tables and chairs of the right height. Correct carefully any tendency to curl the legs around each other, or twist them around the legs of the chair. The child who slumps down in a chair is usually undernourished or does not have enough sleep. A child should be taught to sit in the center of his chair, not to perch on its edge or side. If a child *feels* comfortable and *looks* at ease, his posture is usually correct.

4. *When and how can a child receive his first lessons in table manners?*

When he is being weaned. When a baby is fed from the spoon, he should be given only a little at a time, never enough to overflow the spoon and drip down the side of his mouth. The cup from which he drinks should be taken from his lips frequently, so that he will not gulp until he is red in the face. His lips should be carefully wiped off so that he will establish the habit of feeling uncomfortable when unclean. He should never be allowed to put his hands in his mug or porringer, nor to throw food on the floor.

5. *How should a child be taught to use a spoon?*

As soon as he shows a desire to feed himself, he may be given a spoon and a pusher. The latter is not unlike a small silver hoe with a short handle. The spoon is held in the right hand and the pusher in the left. It is better to give a child a spoon with a short straight handle than the elliptical handle, because it is hard to wean him from his baby spoon to an ordinary teaspoon later. At first a child may have to eat from the tip of the spoon, but as his hand becomes firmer he can easily be trained to eat from the side. He should never be permitted to fill a spoon to overflowing, nor to leave it in his cup.

6. *How should a child hold a mug or glass?*

With both hands until his right hand is strong enough to balance it by the handle.

7. How should a child be taught to use a fork?

As soon as he can grip a small fork steadily in his hand, he should be taught to hold it like a pencil, with the fingers near the upper end of the handle, the thumb and first two fingers closing firmly around the handle. The food should be taken up shovelwise, with the prongs turned up. At first he may need both pusher and fork, but the pusher should be laid aside as soon as he becomes accustomed to the fork. A small piece of bread in the left hand may



Everybody Here is Behaving Very Well Indeed, Except Bobby on Your Right, Who Acts as if His Plate and Knife Were Trying to Escape Him

replace the pusher in making this gradual change. He must also be taught to turn his fork over, prongs down, to pick up pieces of meat.

8. How is a child taught to use a knife?

When the child is old enough to use a knife, he transfers the fork to his left hand and is taught to hold the knife firmly near the end of the handle with the index finger pointing down the back of the blade. At first he should be given something soft to cut, like chicken or lamb cooked until it is very tender. After he has cut off a small piece of the meat, he thrusts the fork through it, prongs downward and carries it to his mouth, all with his left hand. He must be taught to cut off one mouthful at a time, not to cut up an entire piece of meat before beginning to eat. He must never hold his fork in his clenched fist and saw the food with his knife and he must never be permitted to eat from his knife. He should be trained to eat soft food, like

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shirred eggs, vegetables, creamed meat, hash, and croquettes with his fork and without using his knife. It is a great mistake to cut up a plate of food for a child and then permit him to eat the mixture with a spoon.

When the child has finished eating, he should lay his knife and fork side by side and close together, handles toward the right side of his plate, and projecting an inch or more beyond its edge, never far enough so that they will fall off on to the table or the floor when his plate is removed.

9. How long should a child wear a bib?

Until he is able to eat soft things like eggs, cereal, or creamed dishes without spilling them from the spoon. He should be taught to use a napkin properly on his lap, not tucked under his chin. He should be taught to fold his napkin neatly and unostentatiously.

10. How much should children be allowed to talk at table?

They should never be allowed to monopolize conversation or constantly to interrupt their elders. Neither should they be asked to sit at table without speaking at all. A child should be taught that when he wants to speak, he stops eating and looks directly at his mother or father, who will pause in the conversation as soon as convenient and ask, "What is it, Bobby?" The child will then ask for what he wants or tell what is on his mind, but he should not be allowed to describe some long incident of play or school, which may not interest either his parents or visitors. It is much better for a child to have his hour for confidences with his parents, away from the table.

11. How should children greet guests?

A little boy should be taught to bow to a visitor and a little girl to make a curtsy. If there are boys in the family, they should be taught early to assist their mothers in serving refreshments, to hand around plates and tea, to pass sandwiches and cakes, and to relieve callers of teacups when they have finished drinking. This sort of service appeals to a boy's pride. If there are no boys in the family, a little girl may do this.

12. How do children leave the room when callers are present?

Never without saying "Good afternoon" to the visitors. The boy may shake hands if he knows the callers well and the girl curtsies. If there are a number of guests, as at an afternoon tea, the children may slip out quietly without speaking, but they should never call out, "Good-by, everybody," or race from the room, laughing noisily.

13. Should children be permitted to converse with visitors?

Never unless the visitors speak first. This is another time when a child should not monopolize conversation.

14. How should a child reply to a question asked by a visitor?

"Yes, Mrs. Smith." "No, Mrs. Jones." Not "No, ma'am," when the child knows the visitor's name. A boy, however, may say "Yes, sir," and "No, sir" to a man. A child should never be allowed to say "Yes" or "No" abruptly, to hail a person with "Hey!" or to say "What?" when he does not understand what is said to him. If he wants a remark repeated, he should say, "What did you say, mother?" When asked how he feels, a well-mannered child replies, "Very well, thank you," not, "Fine and dandy." He will also say, "Yes, please," when asked if he would like something, "No, thank you," if he wishes to decline it, not "Yep," and "Naw."

15. How should a child address servants?

See Chapter xx, "Good Manners in the Home."

16. How should a child be trained to behave at children's parties?

A little girl who is giving a party will receive with her mother, near the door of the drawing or living room. If it is a birthday or Christmas party and her guests bring gifts, she must express appreciation for everything that is given to her and never make a disagreeable comment on a thing she does not like. Her early training as a hostess will teach her that the party is for the pleasure of her guests and that it is her first duty to see that they have a good

time, so she will not cry if other children win prizes or games.

If she is a guest at a party, after taking off her wraps in the dressing room, she must go straight to her little hostess and the latter's mother. She says, "How do you do?" to the little girl and curtsies to the mother, then seeks some of her friends and enters into the spirit of the occasion. Before going home she must see the mother of her little hostess again and say, "Good-by, Mrs. Kingston, and thank you for a very good time."

A little boy follows the same procedure as host or guest, except that as a guest he bows to the young hostess and her mother.

17. What is correct dress for children?

The simplest clothes are always the smartest. A little child dressed in satin, crêpe de Chine, and chiffon appears ridiculous. Cloth, corduroy, and velvet are standard goods for winter wear; wash fabrics for summer. The modern child imitates its elders in wearing sports clothes during the day. As soon as children come to the dinner table in the evening, they should be taught to dress for the occasion. Any reliable shop will show a mother the correct clothing for children. It is only in the cheaper shops that inappropriate juvenile raiment is carried. Children should be taught to keep their shoes polished, to carry clean handkerchiefs, and to have their nails manicured regularly. Pride in appearance is far more important than elaborately designed and embroidered frocks and blouses.

Don'ts

- DON'T allow children to feed animals at table. Animals should be fed before or after the children's meal.
- DON'T allow children to leave the table between courses.
- DON'T serve their dessert before the adult members of the family are served, merely to allow them to run out and play.
- DON'T allow them to prop one elbow on the table while they eat with the other hand.
- DON'T allow them to make dolls out of their napkins, a

- tent with the silverware, to warm hands on hot plates, or to drum on the table with the silverware.
- DON'T permit your children to find fault with the food. If they do not like a dish, they can decline it or leave it uneaten on the plate, but they should not be allowed to say, "I hate potatoes," "I think beans are horrid." Encourage them to like a variety of food.
- DON'T allow a child to bounce up and down in his chair, nor to rock it, while seated at table.
- DON'T permit your children to tell their little friends what you have paid for their toys, nor to call attention to the fact that their toys are better than those belonging to their neighbors.
- DON'T allow your children to talk at table when the family is alone and then expect them to keep quiet when there are guests.
- DON'T allow your children to annoy fellow travelers. If the latter like the looks and behavior of your children, they will make the first advances.
- DON'T remain in a hotel dining room or a dining car if your child is crying. Better have your meal served in room or berth.

Chapter VIII

CHRISTENINGS

A CHRISTENING party is at once the most exclusive and the least formal of social affairs. As only beloved relatives and close friends are invited, it settles definitely the list of persons admitted to her inner circle by any hostess whose favors are eagerly sought. It is so intimate an event that no public announcement is made by the family, as in the case of an engagement or a marriage. If advance information appears in the daily press, it is secured through the cleverness of the ubiquitous society reporter. This desire for privacy accounts largely for the fact that many christenings are now held in homes, or, if the rite is performed in church, at an hour when no public service is in progress.

1. How is a birth announced?

By telephone, telegram, or letter. The father, a close relative, or a private secretary may do the telephoning. Telegrams and cables are signed by the father, who also writes to his relatives and old friends. The baby's maternal grandmother or aunt often writes to relatives and old friends of the mother. It is no longer fashionable to mail the joint visiting card of the parents, with a wee card bearing the baby's name attached by white ribbon. Neither are the announcement cards engraved with pink blossoms and blue ribbons used by the fastidious.

2. What response do relatives and friends make to such an announcement?

By writing notes of congratulation. See Chapter XLII, "Correspondence."

By calling on the mother when she is able to receive friends. See Chapter v, "Calls and Cards."

By sending flowers to the mother or a gift to the baby. See Chapter XIX, "Gifts."

3. How and when are godparents chosen?

Godparents are chosen from intimate friends of the parents, rarely from relatives, and they usually represent a close bond of sympathy, or a friendship which has stood the test of time. It is customary for a boy to have two godfathers and one godmother; a girl has two godmothers and one godfather. A godmother or godfather may be asked to serve in such capacity even before the baby is born, or when calling on the mother after the baby's birth. If the friend lives in town, the invitation may be extended by telephone or note; if he is out-of-town, the message may go by telegram or cable. It is always informal. A note may read:

Dear Miriam:

Your wee namesake is thriving so well that we will have her christened Thursday, October sixth, at 4 o'clock in our own home. Will you make us all very happy by acting as her godmother?

Affectionately yours,
Isabel Carrington.

September twenty-seventh.

Or a father might send this invitation, in the name of his tiny son:

Dear Mr. Goodheart:

I landed in town last night, and my parents would like me to start life aright as your godson. I am to be christened Thursday, October 6th, at my home.

Affectionately,
John Wilson Carrington, Jr.

A telegram or cable may be very brief.

Will you be godfather to our son born yesterday?

Isabel and John Carrington.

4. *What obligations do godparents assume?*

According to the rite of any church, the godparents assume responsibility for the child's religious faith and training. According to social custom, the godfather of a boy takes an active interest in his education and career, is his business and social mentor, his warm and sympathetic friend; the godmother of a girl is her friend and adviser and does all she can to advance her social interests. Godparents always remember their godchildren on birthdays and Christmas with gifts proportionate to their means. The godparents of a boy take special note of his graduation from school or college. When a girl makes her social début, her godparents send her gifts or flowers and attend her coming-out party. They assume no financial obligations, but if the child is left an orphan or if the parents lose their means, a godparent is apt to come forward with offers of help.

5. *How is the invitation to act as godparent acknowledged?*

Promptly and in the spirit of the invitation. When a godfather is abroad or prevented from attending the christening by illness, he appoints a proxy, who may be a close friend or a relative of the parents, or even the father of the child.

6. *Does a godparent send a gift to the baby?*

Always, either immediately on receipt of the invitation to act as godparent or on the day of the christening. Appropriate gifts are silver mugs, porringers, feeding spoons and "pushers"; a set of flat silver, including knife, fork, and spoon; orris or ivory sticks, silver mounted, to help baby cut his teeth; gold pins in sets for fastening dresses; a robe for the perambulator, of fur, tufted silk, or exquisitely embroidered batiste. Godparents with ample means may send a bond or start a bank account. To a girl baby may be sent a string of small beads, coral, amber, or gold. Amber beads are supposed to ward off certain throat affections. Bracelets and rings are not worn by the babies of well-bred parents.

7. *Which is more fashionable, the church or home christening?*

This is not a question of fashion, but of religious faith. Except in an emergency, such as the ill health of the mother or when some other member of the family, like the child's grandmother, is bedridden, Catholic and Episcopal clergymen prefer that children be baptized in the church. The rite may be performed there, privately. In fact, the public baptism of infants is rarely celebrated during the regular Sunday morning services in city churches. It is more often conducted on Sunday afternoon or on a week day convenient to the clergyman. Church members will consult their pastor before making definite plans for the christening.

8. *How are guests invited to the christening?*

By telephone or informal note. For a church christening:

Dear Mrs. Saunders:

Our little Miriam is to be christened at St. Paul's Church, Sunday, the ninth, at 4 o'clock. After the services, we'll have tea at our home. John joins me in the hope that you and Mr. Saunders will be with us on this happy occasion.

Very sincerely yours,
Isabel Carrington.

For a home christening:

Dear Helen:

Baby Miriam will be christened at our home, on Thursday afternoon the fourteenth at 4 o'clock. John and I hope that you and Fred can be with us for this great event in our baby's life.

Affectionately,
Isabel Carrington.

9. *Are such invitations acknowledged?*

Always, by letter or by telephone.

10. *Do guests send christening gifts?*

It is not obligatory, but it is customary. Women guests usually send some trifles like caps, embroidered sacques,

bibs, or first toys. Blue is the popular color for boys; pink for girls. Men often send flowers to the mother.

11. *How soon after the baby's birth should the christening be held?*

This, too, is a matter of church custom. In the Catholic and high Episcopal churches, a child is supposed to be baptized on the first or second Sunday after its birth. But the rule is often relaxed to permit the mother to attend the services, which may be three or four weeks after the child's birth. When church regulations are even less strict, the christening may take place when the baby is from two to six months old. It must also be borne in mind that some denominations do not sanction infant baptism, the rite being postponed until the child is old enough to understand its significance.

12. *What preparations should be made for a church christening?*

The first step is to confer with the clergyman on date and hour. If the service is on a week day the next step is to notify the sexton, so that the church may be open and heated in winter. Elaborate floral decorations are not in good taste. If the service is held on Sunday, the parents usually supply cut flowers for altar or pulpit and have the font banked with palms or plants. For a week-day service the font or baptistry only is decorated and this very simply. It is not necessary to have music.

13. *What is the customary procedure for a church christening?*

Here again the parents confer with the clergyman or the member of his official board who has such services in charge. Customs vary in the different churches. However, for a public christening it is quite general now for the parents, the nurse, or the person carrying the baby, and perhaps the godparents, to remain in an anteroom during the regular church service and to enter the church auditorium directly before the baptismal rite begins. A crying baby is a trial to both a clergyman and his congregation. When the baptism is private, the parents, godparents,

nurse, baby, and guests enter the church at the appointed hour and are seated in the pews nearest the font, the parents and godparents at the front. Only the godparents stand at the font with the child, the parents remaining in their pew. Before the godparent, intrusted with holding the child, steps to the font, the nurse or mother removes the baby's cap and coat. The child is usually carried on a flat pillow covered with embroidered and lace trimmed batiste. The order of service is determined by the church ritual. If the service is followed by breakfast or tea, the parents and their guests adjourn to the home of the former. If there is no celebration at the home, the guests gather round the parents in the vestibule or anteroom to congratulate the parents and admire the baby.

14. What fees are entailed by a church christening?

If the service is held during regular church hours, no fees are obligatory, but it is customary for the father to send both the clergyman and the sexton a gift. If the church is opened especially for the christening, the sexton must be paid a fee.

15. What are the duties of godparents at a church christening?

These are set forth in the ritual of the church, with which the godparents should familiarize themselves. It is vitally important that the godmother holding the child should speak the name distinctly. To prevent any doubt in this important matter, the name of the child written legibly on a slip of paper should be given to the clergyman before the ceremony begins.

16. What preparations are necessary for a home christening?

These are comparatively simple. The drawing room or living room may be decorated with seasonable flowers, blossoms from fruit trees, laurel or dogwood in spring; asters, dahlias, and cosmos for late summer; chrysanthemums in the fall. Against a screen of palms and ferns is placed a small table, which may be softened by a few plants or ferns. On this is spread a cover preferably of old lace

or old brocade, and a bowl, usually of silver, which may be encircled with a fine feathery vine.

If the clergyman wears vestments or a robe, a room must be set aside for him in which he may change from his street clothes. A servant is stationed at the door to



*It's a Girl! A Home Christening, Including an
Adoring Godmother*

admit guests, and the dining room is arranged appropriately for whatever refreshments are to be served. These may range from tea and sandwiches or punch and cake, passed in the living room, to an elaborate sit-down breakfast in the dining room. In the first instance, a table simply decorated with flowers, as for informal afternoon teas, is

set in the dining room, and waiters or members of the family serve the guests or the guests may help themselves. For the breakfast there may be a large table which will seat all the guests or one large table, with a number of smaller tables for groups of four, may be used as for a wedding breakfast. At the large table will be seated the parents, the godparents, the clergyman, and perhaps the grandparents of the child.

17. What should be served at a christening party?

The menu must be in keeping with the general character of the party. For a simple, informal gathering in winter, hot tea and chocolate with sandwiches and perhaps little cakes will be sufficient. In summer this may be changed to iced punch, sandwiches, and little cakes. For an elaborate sit-down breakfast, which is rarely served at a christening, however, any menu suitable for a wedding breakfast may be planned. See Chapter xxxix, "Weddings." In some families it is customary to have a christening cake and caudle. The former is the fine white cake commonly known as lady-cake, heavily iced with pink garlands and the baby's initial. Caudle proper is a gruel, but it has been modernized to hot eggnog, which is drunk from small punch cups. It is customary for some one to propose the baby's health, and this may be drunk with the eggnog or in fruit punch.

18. What is the usual procedure at a home christening?

The mother and father receive their guests as at any afternoon tea. See Chapter xxxii, "Teas." When the clergyman enters the room, wearing his robe or vestments, the guests rise and form an aisle through which he walks to the font, taking his place behind it. The nurse then enters, carrying the baby, which she hands to the godmother who is to present it for baptism. The nurse remains standing near the door and the godparents precede to the font. The godmother, carrying the baby, leads. The service follows the ritual, with which godparents should familiarize themselves in advance. After the service, the clergyman returns to the room set aside for him and changes to street clothes. The godmother hands the baby to the nurse or mother, and the guests are given a glimpse of the child. When the

clergyman returns, the nurse takes the baby back to its room and refreshments are served.

19. *What fee is given a clergyman for a house christening?*

This, like a wedding fee, is determined by the means of the parents.

20. *What is the baby's christening robe?*

In some families, christening robes are handed down from generation to generation until they become quite yellow with age. These old robes are long and heavily trimmed with lace and embroidery. The new christening robes are shorter and simpler, but there is an unwritten law that every stitch in a christening robe must be set by hand. The favorite material is mull, with delicate hand embroidery. If any lace is used, it must be real Valenciennes. The pillow on which the baby is carried has a cover of the same material, similarly trimmed. If the ceremony is performed in church, the baby has a long coat and cap, usually of silk or soft fine cloth, embroidered. In many families it is customary to give the nurse a new dress to wear at the christening.

21. *What is worn by parents and guests?*

For the church service, parents and guests dress as for any Sunday service. For a home christening, guests dress as for an afternoon tea. See Chapter XIV, "Dress for All Occasions." The baby's father wears gray striped trousers, black cutaway coat, white piqué or black cloth waistcoat, white shirt, black or black-and-white tie, patent-leather or black calfskin shoes. The mother may wear an afternoon frock or one of the lovely teagowns that are first cousin to an evening gown with sleeves. She must not dress in black.

22. *How do guests leave a christening party?*

As they leave a tea, when refreshments have been served and they have congratulated the parents. Indeed it is bad taste to linger longer, because the young mother is probably feeling the strain and excitement.

Chapter IX

CLUB LIFE

IN all etiquette's terminology no phrase has been more affected by changing conditions than "club life." Twenty years ago the only club customs discussed in a volume of this sort were those which governed the exclusive old clubs for men, within whose walls a few fortunate male creatures hid themselves completely from the gaze of women and vulgarians!

To-day the phrase "club life" is so elastic that a chapter on the subject must be divided skillfully. First comes the old-style club for men, difficult of access. Next you have the same sort of club for women, membership limited to the socially elect of the community. The most striking difference between this type of club for men and that for women is the fact that no woman, not even a nurse, is admitted within the walls of the man's club, while in the most exclusive women's clubs men are entertained in their lounges, dining rooms, and ballrooms on occasion.

Next in importance come the professional and business men's clubs, such as the Lawyers' Club, the Bankers' Club, and the Realtors' Club, where a man frequently entertains the women of his own family and where the wives of members may enjoy certain privileges. Fourth, you have the country club, which may be exclusive or democratic, according to the community and its customs, and for whose membership both men and women are eligible. Finally, and not least important, is the "Woman's Club," whose object is self-culture, community or civic welfare. This last type of club wields so much influence in the average community that correct customs governing its membership cannot be omitted from a book of this kind.

The Social Club for Men or Women

Practically the same customs prevail in this type of club for either men or women; therefore the word "he" is used in a generic sense in answering the following question:

1. By what method does a man become a member of a club?

A prospective member is proposed by one person and usually seconded by two persons who are already members. Other members, a half dozen or so, write letters to the membership committee advocating his election. His name and the names of the proposer and seconders are written in the Club Book kept for that purpose, and are posted on the notice board of the club for a certain length of time, usually several months. This gives all the members of the club an opportunity to see who is up for membership, and to register their approval or disapproval with the membership committee or Board of Governors. In most clubs one letter against a candidate bars him from admission.

After the name has been posted for the required period, it comes before the membership committee, who look over the letters and make an opportunity to meet the candidate personally. In some clubs there is a regular day each month for the informal reception of candidates, who must appear with their proposers and, if possible, their seconders, also. In some women's clubs these receptions take the form of afternoon teas. The number of candidates invited is always limited, in order that the committee may have some real contact with them and be given a good opportunity to judge of their desirability.

If the committee approves, membership is usually granted, but in some clubs the name must be sent to the Board of Governors for ratification. After this the secretary is instructed to notify the new member of his election, the amount of initiation fee and dues. After paying these, the new member is free to use the club house and enjoy the privileges of the club—but not until then.

A candidate whose name is posted is not supposed, during that time, to appear in the club house as a guest of any of the members. This formality is not always observed, but in some clubs it is considered vital and the non-observance of it has barred candidates from election.

2. Should a person, desiring entrance to a club, ask a friend to propose him?

Certainly not. He should make known his pleasure and interest in the club indirectly. If his friend thinks him

eligible, he will ask the would-be member whether he would like to join and offer to propose him. A direct demand on a friend to act as proposer to any club may prove embarrassing. Furthermore, when a man's name is up at a club, he should not ask his friends to write letters advocating his election. His proposer should do that, though it is perfectly correct for a candidate to furnish his proposer with a list of names of club members whom he knows.

3. *How can the election of a candidate be assured?*

No method is absolutely certain, but the proposer who really wants to get a friend into a club will be active and energetic, will see that the letters advocating his admission are sent promptly, that he appears at the first available reception of the membership committee, and, if possible, that he meets one or more of the committee, socially, outside the club. This last move must not be too obvious, but must be managed skillfully. A proposer who is too aggressive may prejudice the committee against his candidate.

4. *What form of letter is used in proposing a candidate?*

Chairman Membership Committee,
The Brains Club,

Dear Sir:

It gives me much pleasure to propose Mr. Albert Smith for membership in The Brains Club. I have known Mr. Smith for five years and can vouch for his qualifications as a member.

Mr. Smith is a brother of Mr. Henry Smith, representative of this district in Congress; he is a graduate of Syracuse, class of 1914; served overseas in the war as Captain in the 34th Infantry. He is now General Manager of the Gordon Woolen Mills.

Yours very truly,
William Robinson.

Members who write letters advocating a candidate's election need use no set form of letter, but will tell briefly what they know of the candidate and cite any special reason why he would be a desirable member of the club.

5. *What is a new member's first duty on being notified of his election?*

To pay his initiation fee and dues. Then to take his copy of the club's book of rules and regulations and familiarize himself with them so that he will observe them easily and not have the humiliation of being reminded by the secretary or chairman of the house committee of any breach of rules made through ignorance of the rules.

6. *Do clubs have any "unwritten laws"?*

Always. In every club certain old members, perhaps founders or charter members, prefer particular seats in the lounge, or special tables in the dining room. It is well for the new member to note these facts and not disturb the veterans, for, though he could not be dropped from membership for doing so, he may be ostracized and certainly will be unpopular. Some day the new member will be an old member himself with little personal peculiarities which he likes to have humored. Let him act accordingly. If, however, these old members are guilty of acts which are subversive of the best interests of the club as a whole, the new member should make his complaint in writing to the chairman of the house committee. As this is for extreme cases only, he will do better to endure in silence. Such things do not last forever.

7. *When are regular dues and restaurant charges paid?*

All dues should be paid promptly during the first ten days of the month following the delivery of the club account. In certain clubs, both in this country and in England, restaurant charges are paid in cash. It is more usual, however, to sign each restaurant check with name and address and pay at the end of the month. Delinquents are posted on the club notice board, and if they persist in non-payment, they are automatically dropped from membership.

8. *What special rules govern club servants?*

In all good clubs the servants are of extremely high order, both in intelligence and in efficiency. They should be treated with proper consideration, and excessive monopoly of their services should not be demanded. At good clubs tipping

is absolutely prohibited, but there is an employees' box or an employees' Christmas fund, to which every member who has had service in the club should make generous contribution. In dealing with club servants, members must remember that they have no individual jurisdiction over them, and that any complaints of inefficiency, neglect, or impertinence must be reported at once, either to the steward



The Advantage of Entertaining at Your Club is the Fact That You Can Sign Your Check and Not Embarrass Men Guests

or to the chairman of the house committee, according as the rules of the club require.

9. Does the proposer introduce the new member into the club after election?

It is not necessary, but it is often done and it is a friendly, pleasant thing to do. Take him over to the club, introduce him to the secretary, point out any special advantages or disadvantages he might not readily see for himself, and in

general give him some idea of what he may do in the club and what the club will do for him.

10. *How can a new member, who has only slight acquaintance in his club, come to know more members?*

In most club dining rooms there is at luncheon, and sometimes at dinner, a "club table" at which members who are alone are permitted to sit. At this table conversation is apt to be general and it affords a new member the desired chance to become better acquainted, informally, with older members. The new member, if he is wise, will not force acquaintanceship, and particularly he must not become a club pest by striking up conversations with members in the lounge or library, unless the first advances come from the older member. In most clubs, for both men and women, members look askance at a newcomer who makes a business of getting acquainted.

11. *How are the guest cards issued?*

Through the secretary, by giving the name and home address of the guest who is to be put up at the club. At the same time acquaint the guest with the guest rules, and also the guest charges. Never put up at your club a guest you would not be willing to have under your own roof. And do not abuse the guest card privilege. Some club members give out guest cards freely as a means of placing certain desirables under social obligations to them. This is a flagrant breach of club etiquette.

12. *How should a guest, using such a card, conduct himself?*

With scrupulous observance of club rules and regulations and a prompt payment of all charges, as a member becomes liable for club charges left unpaid by his guest.

13. *When asked to second an undesirable candidate, what shall a member do?*

Evade politely, if possible. In some clubs each member is permitted to propose or second only a limited number of candidates, so that the excuse of having filled this quota is easily given and is rarely verified. If there are special reasons why a candidate is undesirable and if his proposer

is evidently ignorant of them, a frank, dispassionate discussion, citing proof, is necessary for all concerned.

14. When should a letter blackballing a candidate be written?

Only when there is clear evidence that the candidate is undesirable and after consultation with several members of the club. Under such circumstances, however, it is the real duty of a member to write a blackballing letter, however unpleasant it may be to do so.

15. How are undesirables kept out of a club?

Only by constant vigilance on the part of the members and careful investigation by the membership committee.

16. Is it good form to use one's club for entertaining both local and out-of-town friends?

It is not only good form, but an extremely popular practice. Between inadequate service in private homes and the tendency toward small apartments, clubs are being utilized more and more for private entertaining. The exclusive women's club houses are used for teas, luncheons, bridge parties, dinners, dances, and even wedding receptions. The considerate member gives the secretary or steward ample notice of her plans for entertaining in this way.

17. What special conventions govern parties given at club houses?

The same conventions that prevail in a private home. The host and hostess will be careful to arrive well in advance of their guests and see that all the arrangements are satisfactory. They will also take care that none of their guests unwittingly break the rules and regulations of the club, and that their party does not, by size or noise, infringe on the comfort of others present in the club house.

18. Does the etiquette of the country club differ from that of the social club in a large city?

Generally speaking, no. The method of entrance, proposing candidates, and other details are practically the same. In a country club, however, members are apt to

mingle more freely and there is less formality; also the country club membership is usually open to both men and women, married and single, and the club house is the social center of the community whenever weather permits.

19. What special rules govern the use of courts and courses?

Each club has its own special rules which must be strictly observed. Sometimes groups of friends with considerable leisure make a practice of monopolizing courts and courses most objectionably, so that members with little time at their disposal never enjoy their proper share of the club activities which they support. Such groups should be reported to the house committee and proper action taken. A club is not for any special group, but for all members, share and share alike.

20. Is private entertaining much done at country clubs?

Yes, and sometimes to extremes. Members who are always giving late, noisy parties, making extravagant demands on club servants, ought to be warned that their behavior is bad manners, particularly in a club, where they have not the privileges of a private house. Ordinary entertainments, dinners, teas, luncheons, properly conducted, are quite the accepted thing in country-club life, and when properly managed are most enjoyable.

21. Should young people go unchaperoned to a country club?

If they are not too young and it is the custom of the community, there is no objection. But any breach of behavior among junior members should be instantly suppressed and rowdy young people who romp about the verandas and the dining rooms should be called at once before the house committee.

22. What are junior members?

Most country clubs grant a limited membership to young men from eighteen to twenty-one years of age, usually the sons of members. Junior members must be proposed and seconded and passed upon as carefully as full members. They are not permitted full privileges in the club.

23. *Are children taken to clubs?*

Never, either in town or country. Most clubs have a rule forbidding children under twelve admittance, and it should be rigidly observed. Clubs are not nurseries and the best of children are nuisances in an adult club.

24. *Is it permissible to join another party without invitation, if one is dining alone at a club?*

It is not, and the most annoying club pest is he who pauses at an attractive group, asking, "May I join you?" Wait for an invitation. If you are really wanted, it will be forthcoming.

25. *What about tipping at a country club?*

See Chapter xxxiv, "Tips."

26. *Is it proper for a woman to entertain a man or several men at her club without the company of another woman?*

This depends upon the woman and her age. Certain women, in certain walks of life, can do this thing with impunity, but it is best for a woman under forty to play safe by inviting another woman or a congenial couple also.

27. *How does she pay the check for such a party?*

She signs the check when it is presented by the waiter, and he, in turn, sees that it is charged to her account.

The Cultural, Civic, or Community Club for Women

While the club of this type is supposed to be democratic, in some communities membership is restricted to a definite number and it is not always easy to be elected. In such clubs eligibility depends upon certain social standing. On the other hand, the large departmental clubs with public welfare as their object may put on membership drives among desirable women. Any woman desiring to join a study or civic club should ascertain the attitude of its officers and members before applying for admission, or before asking a friend, who is already a member, to put up her name.

Club officers and committee women should bear in mind that in their club they are hostesses precisely as they would be in their own homes and they will govern their actions accordingly. The reputation for hospitality in many a com-

munity has suffered because club women have failed in the courtesy due their out-of-town guests.

1. Are introductions necessary among members of the same club?

Presumably a study or civic club combines sociability with some phase of good work and it may be assumed that only desirable women are admitted to membership. Therefore the same customs prevail in such a club as are found in church life, at house parties or luncheons in private homes. Members of the club, not already introduced, who find themselves standing or sitting near each other can introduce themselves as described in the chapter on Introductions. It is better for the approach to be made by the older woman, but a younger woman is always safe in saying to an older woman, "I enjoyed the paper you read last week on 'Woman's Position in Japan'"; or, "I want to compliment you on the way you presided at the civic conference last Friday."

2. How are new members introduced to a club?

This is largely a matter of individual custom. Some clubs make quite a ceremony of introducing new members. This is done by the presiding officer, who asks each new member to rise as her name is read, when the list of new members is announced, and during intermission or after the meeting the old members make a point of speaking to the new. In other clubs, the old member who proposed the new member makes a personal introduction to the officers and a few of her personal friends in the club.

3. What courtesies are due visiting club women?

Visitors from other clubs in the same town who come with members to enjoy a program are rarely introduced to the body as a whole, but courtesy requires that friends of their hostess, and especially the officers who know of their presence, will speak to them during the intermission or after the program, expressing pleasure at their interest in the club's work. Officers of other clubs and out-of-town club women who come especially to study the methods employed by this particular organization are often invited to

sit on the platform with the officers of the local club. If there is time, an out-of-town woman is frequently asked to make a brief speech at a convenient time on the program.

4. What attentions should be paid a state or national officer by the members of the club she is visiting?

If such a visit is made in her official capacity, a formal program should be arranged for the state or national officer. This may include a joint meeting of the federated clubs in the city or a series of separate meetings. A reception or luncheon may be planned in her honor. A room should be engaged for her at a hotel or club house. If a local hostess desires to entertain her during her stay, the club committee in charge of her visit should communicate with the officer and learn whether this will be agreeable to her. Some club women, when traveling on official business, prefer to stop at hotels where they can have a certain amount of privacy in which to conduct their correspondence and write their reports. When a state or national officer is entertained in a private home, this need of privacy should be respected. Official and social engagements should not crowd so closely that she has no time for rest or personal affairs. If her stay is to be short and many clubs are to be visited, an automobile should always be at her command.

It is a courteous thing to appoint one of the younger women as page for the visitor, letting her wear a badge which indicates that she is the page and holding her responsible for the cloak or gloves or handbag of the visitor. She escorts the visitor to and from rooms in the club house and gives her personal attention to each tiny detail of the guest's comfort. If a luncheon is given in her honor, the visitor should be seated at the right of the presiding officer of the luncheon. If a reception is given, she should stand next to the woman who is first in line and who always presents the other guests to her.

5. What courtesies should be shown visiting speakers and artists?

In their treatment of speakers and artists, volunteer or paid, club women betray their breeding or the lack of it. Many a singer or pianist who would gladly take part in club

programs is discouraged by the inexcusable discourtesy shown by officers and members of such organizations. Any man or woman who contributes of his or her talent and gifts, time, and vitality, to a club program, is worthy of his or her hire in courtesy and graciousness. The club officer or committee chairman who invites or engages a non-member to speak, sing, or play before the club is responsible not only for the payment of the artist, but for his or her reception and courteous treatment.

6. *How are speakers or artists invited to contribute to a club program?*

If speaker, musician, or entertainer is to give your club the best of her talent, she should be interested in its work and be made to feel the club's friendly spirit. This good start is made with your letter of invitation, and bear in mind that the artist who is paid deserves the same courtesy accorded the volunteer.

If the speaker or musician is to be paid, your letter should run something like this:

The Tuesday Morning Club is most eager to have you as its guest for its midwinter meeting on [date] at [hour]. The club has heard such enthusiastic comments on your lecture, "Art in the Home," that its officers have instructed me to learn whether your services will be available on the date mentioned, and if so, your terms for this interesting talk.

If the club does not pay speakers or artists, the letter may be worded thus:

The Tuesday Morning Club is most eager to have you speak [or sing] at its midwinter meeting on [date] at [hour]. Our club is not in a position to pay visiting speakers [or artists], but we promise you a large and eager audience, and our members will appreciate your message and will try to make it worth your while by putting into practice the ideals for which you stand [or by advancing the cause of good music in our community].

When speaker or musician has accepted, another letter should be sent by the officer or chairman in charge of the program, thus:

I am delighted to learn that you are willing to address [or sing before] the Tuesday Morning Club. May I remind you that the meeting is scheduled for [date and hour] at [place]. The best train for you to take will leave your city at [time] from [station], arriving here at [time and station]. On your return trip you can leave here at [time], arriving in your city at [time]. You will be met at this end by Mrs. [name of club member], who will also see that you make your train after the meeting.

If the club's guest, paid or volunteer, is to remain longer than the hour of the meeting, particularly if she is to remain overnight, it is better to add to this letter the name of the club or hotel where she will be put up, or the name and address of her hostess if she is to be entertained in a private home. Popular speakers and artists are busy people and need these addresses for their mail and telegrams. If a luncheon, reception, tea, or dinner is to be given in the speaker's honor, do not fail to mention this fact in your letter, so that she may know what frocks she will need. If she is to stop over the week end, consult her before making social appointments and planning parties of any sort for her. She may want to rest or to work over the week end. Both speakers and singers sometimes object to taking part in social affairs before speaking or singing.

In accepting volunteer services from musicians, bear in mind that the favor is extended by the artist. Many club women cling to the erroneous thought that a hearing before an organization is a great opportunity for a musician. In the rush of organization life, musicians are quickly forgotten, and they rarely secure either pupils or profitable engagements from club hearings.

7. *What courtesies are due a speaker or artist at the club meeting and during her stay in town?*

First, the hostess appointed to meet the guest at the local station should be on time. Many a speaker or musician has been kept waiting by a tardy hostess and has wondered whether her coming was forgotten. If the hostess has no automobile and the guest has hand luggage, the hostess carries this to the bus, taxi, or trolley, or if the walk to the meeting place or hotel is short, she will either carry the bags or supply a boy to perform this service.

Whether the guest is taken to a hotel, private home, or directly to the club house, this is the proper time for the hostess to give information which will be appreciated—the type and size of audience to be entertained, the sort of program which has seemed to interest the club members most in the past, the social features which will follow the program.

If the guest is taken directly to the club house, she must be escorted to the dressing room before she is introduced to the meeting, or even to the officers of the club. The unforgivable neglect of this consideration is most trying. A city woman invited to address a suburban club was given no opportunity to repair her toilet after a long ride on a dusty train, no chance to change from dark gloves to white, but she was taken directly from the railway station to the platform of the hall, where she sat for one hour, wretchedly conscious of her disheveled condition. Could you speak well under such conditions?

On leaving the dressing room, the speaker or artist should be put in direct charge of a tactful club member, either her hostess or some one selected by the hostess, who is thereafter responsible for the guest's comfort. The visitor is then escorted to the auditorium, where she is seated on the platform or in one of the front seats, according to the club's custom. The presiding officer will introduce her not only by her correct name, but will make reference to her work or her particular gifts. There is absolutely no excuse for the presiding officer who, at the last moment, asks the speaker or singer for her name or who announces in the course of the introduction that she is

not sure, but she believes that this is Mrs. Banks, the well-known lawyer of Chicago! It is her business as presiding officer to *know*, and, in not knowing, she insults the club's guest.

If refreshments follow the program, the visiting speaker or artist must be among the first served. If a reception follows, she stands next to the presiding officer, to be introduced to club members and to other visitors.

The meeting over, she should be escorted to her hotel or the home of her hostess by the latter, or if she is leaving at once by train, the club member responsible for her entertainment will escort her to the train and remain at the station until the train leaves. This dignified, courteous farewell gives her a last good impression of your club and your town.

When local speakers and musicians contribute of their gifts to your club meeting, the least you can do is to present them with flowers. If they did not have something to give your club, you would not ask them to participate in your program. Appreciation is a mark of good breeding.

8. What are the duties of the presiding officer at a club breakfast, dinner, or banquet?

Her duties begin before the day of the banquet, for she must make sure that each speaker knows what is his or her topic, and the length of time assigned for the speech. She appoints dependable members to meet the speakers and guests of honor near the door, to escort them to dressing rooms or check rooms, to introduce them to each other, and to escort them to their places at the table.

The presiding officer is also personally responsible for the seating arrangements at the speakers' table. She sits at the center of the table, facing the diners, with the most important guest on her right and the next in rank on her left.

If there is a general chairman of the banquet, other than the presiding officer, it is courteous to place her on the right of the guest of honor. Cards should clearly indicate the places of the speakers. If speeches are to be made while the meal is being served, the presiding officer should wait for the occasional lull before she presents a speaker.

It is rude to ask any speaker to talk against the clatter of removing dishes.

A presiding officer shines in the graciousness of her welcome to the speakers and in the clearness with which she states the name and office of the person she is presenting to an audience rather than in the length of each introduction. The presiding officer may state the purpose of the banquet or of the organization, giving it before starting to introduce her speakers. Thereafter the more brief she can be, the better.

It is customary to call on the most important speaker last, for obvious reasons. She is usually the best speaker and the one who is given the most time. It is better to have the shorter and lighter speeches first, thus holding the attention of the audience to the end of the banquet.

When the last speaker has been heard, the presiding officer should rise and say some such thing as, "This concludes our program for the evening," or "I am sure we all wish to express our gratitude to those who have spoken to us this evening." She then moves away from the table, showing the audience that the time has come to depart.

It is courteous for the presiding officer to supplement her closing speech by a personal word of gratitude or appreciation to each speaker, remembering from the beginning to the end of the banquet that she stands as hostess for the occasion.

Chapter X

CONVERSATION

To talk easily and interestingly is a great social asset, possessed, alas! by few persons. Most people who talk well overwork their talent and become brilliant monologists, whose cleverness does not excuse their selfishness in perpetually holding the center of the stage. Successful conversation includes the gift of listening interestedly to what others say, but the socially inexperienced must bear in mind that listening can be overdone. The very silent guest is as much dreaded by the hostesses as the chatterer.

An amazing number of people long to talk well, yet make no effort to realize their desire, because they do not know that the art of conversation may be cultivated. Personal magnetism is first aid to conversation, but even those of us who do not possess that rare gift may become intelligent and interesting conversationalists by thinking, studying, and practicing. The first step in the right direction is to be interested, even though not interesting. No one can acquire a reputation for conversing well who does not first know how to listen and respond to what others say.

1. How can the art of listening be acquired?

By earnestly concentrating on what the other person is saying. This demands self-discipline, sometimes self-sacrifice, when the other person is tiresome. Many persons listen impatiently, waiting only to plunge into the conversation with a personal experience more or less apropos of the subject. Or they allow glance and attention to wander to another part of the room or to another person. This habit grows with continued carelessness. While talking with a person fix your attention on what he is saying so long as you remain with him, and make suitable replies. When the person or his topic becomes intolerable, you can

say: "Suppose we join the Brainards. You'll enjoy meeting them."

2. *How may a poor conversationalist improve his style of talking?*

First, by reading so that he may have something to say that is worth hearing. This does not involve making a deep study of national politics or international relations, commerce, science, and inventions, but it does mean acquiring a speaking acquaintance with the big issues of the day, books that are most read, the latest sensation in music or art, sports, and diversions most popular at the moment. All this information should be kept in mind to introduce into general conversation, but it should not be used to bore people with knowledge which may be new and interesting to you, but old, or a matter of indifference, to them.

Having at your command information on talkable subjects, you must learn how to express your ideas and opinions clearly and accurately. Think out your sentences before you speak them and then you will not hesitate for words. The man who says "I see that—er—Senator Doolittle is going to speak at the Town Hall Thursday night on—er—the—er—tariff," is not an easy conversationalist. Neither is the girl who says, "We didn't get home till nearly morning because the water gave out in that little thingumbob on the front of the car."

Next in importance comes the correct use of words and good grammar, which can be secured only through patient study and practice. A standard grammar and approved rhetoric, a book of synonyms, and the habit of learning to pronounce correctly five or ten words daily from a dictionary, will all help in your efforts to speak correct English. Association with people who speak good English is also helpful, as it shames us out of using the cheap phrases to which we may have been addicted. Finally, voice cultivation is a great aid in conversation. We have all been made nervous by the high-pitched or falsetto voice, by strident and rasping tones, by thick guttural diction, in which words are hopelessly slurred, and by certain tricks of speech, such as snorting at the end of each sentence, or almost whistling when seeking a word. Pleasing conversation-

alists do not slur their words or mumble them, nor do they pronounce them with a painfully exact prunes-and-prisms effect. Listen acutely to your own voice and search its faults. Keep it on low pitch. Note how the trained actor or actress produces his or her voice without effort, not loud, yet audible to the back seats of the top balcony. A few lessons in voice production and enunciation (not elocution) will help the poor conversationalist to talk more easily and might help to abolish the hideous shrill babble that ensues where many people are talking together. If lessons are not possible, try reading poetry aloud, either to yourself or to some patient friend, listening to and correcting your high notes, pinched vowels, or rumbling incoherencies as they become apparent.

Things to be avoided are circumlocution (using too many words), repetition of words and ideas, phrases which are provincial or peculiar to that part of the country from which you come, words which are offensive to good taste, and last, but not least, cheap slang. A list of words and phrases which it is well to avoid will be found at the end of the chapter under the head of "Dont's."

3. *What topics should be avoided in general conversation?*

"Disease, dress, and domestics," was the answer to this question given by the head of a famous school for girls—a school which turned out its pupils well versed in social conventions. However, a short amusing story about a servant, or general talk about dress by a group of women, can hardly be barred. Disease is strictly taboo, save amongst close kin or the most intimate friends, and this includes all forms of disease, particularly operations, details of nervous breakdowns, and hospital experiences. Oh, how such things bore! and, oh, how many women—and men—delight to dwell upon them!

Long-winded accounts of personal experiences should be avoided, unless they possess vivid special interest, and are germane to the topic under discussion.

What you own, and what you paid for it, are barred topics; also how much money you have and how much you are making. Only vulgarians talk on these themes.

Personalities and cheap gossip are equally vulgar. Sub-

jects that bear on racial, religious, or political prejudices should be avoided, unless you know the sentiments of your listeners. Otherwise you may give them, and yourself, some painful moments.

Technical discussion of your own particular trade, profession, or art, of which those present may not have either the least knowledge or the least interest, should be avoided.

And if you are a proud parent, spare your friends long anecdotes about your children, unless you wish to be classed as the bore supreme.

4. *Is slang permissible in conversation?*

It is difficult to decide what is slang and what has become dignified by the name of idiom and is therefore usable. An occasional word of slang, aptly used, has a certain piquancy. Too much of it is tiresome. The man who calls a failure "a flop" and a success "a wow," a young girl "a chicken" and a lady "a skirt," will hardly be considered mentally brilliant or conversationally anything but common. Slang is like Cayenne pepper—and should be used as sparingly.

5. *Is there such a thing as being too clever conversationally?*

Assuredly. The man or woman who knows it all—even though the knowledge is real—wearies and confuses those who make no pretense. The talented mimic who imitates the absent may be very amusing indeed, but his audience is thinking, "To-morrow night he'll be mimicking us to another crowd." Very brilliant men or women whose play of wit is scintillating are apt to devastate general conversation, since everyone is waiting for them to sparkle, and will not attempt to talk for fear of missing something good. Finally, it might be well to remind the clever woman not to be too clever when talking to a man. If permitted to make some of the telling points, and display some of the wisdom, he will think her much more agreeable than if she offers too great a feast of intellect.

6. *What place has argument in conversation?*

It makes it intensely interesting if the speakers know their subject and can argue without becoming angry or in-

dulging in personalities. The opinionated, sharp, obstinate person who habitually starts to argue on any and all topics is, however, a conversational pest, and his unfailing unpopularity lies at his own door.

7. *What can be done when a talker tries to force an argument and persists in it obstinately and rudely?*

Simply say good-humoredly: "You know I don't agree with you and I'm not going to argue with you, for you'd undoubtedly get the better of me. Let's talk about something we both like!"

8. *In general conversation is it ever permissible to contradict?*

If the contradiction is warranted by facts and can be done tactfully, yes; but flat contradiction is always rude.

9. *Is interrupting ever permissible?*

No, unless the speaker is unusually long-winded and tiresome, in which case, if an opening presents itself, some one, particularly the hostess, may interrupt and change the subject of conversation. Ordinarily, interruption is the height of rudeness, and so is breaking in before the speaker can finish a sentence. Yet a surprisingly large number of persons are sinners in these respects.

10. *What part has the alleged humorous story in conversation?*

None at all, unless it is very, very short and is apropos to the topic under discussion. The "I heard a good one to-day" man and his "that reminds me" brother are leading assassins of real conversation.

11. *What is the best way to avoid answering inquisitive, personal questions?*

Reply with another question, "Why do you ask me that?" If the questioner persists, saying, perhaps, "Oh, I just want to know," ask again, "But why do you want to know?" Make him state a motive for his question. Usually he has none but curiosity. If he will confess to this, laugh and say, "Oh, but I can't tell my personal affairs just

to gratify your idle curiosity." Be good-humored about it, but firm. If the question is extremely impertinent, say simply, "I'm sorry, but that's a matter which I can't discuss with you."

12. *What can you do when you chance upon an utter bore and see no way to be rid of him?*

If he is a caller, there is, alas! no escape, save murdering him, and that would entail unpleasant penalties. If you are among people, pass him on deftly to some one else. Ask him: "Have you met Miss Smith? She'd be so interested in the story of your trip to Peru." Then take him firmly over to Miss Smith, introduce him, and make your escape. If you are planted beside a bore at dinner, cultivate the person on your other side. If he is equally hopeless you must suffer and be amiable, and talk to them both as if they were delightfully amusing.

13. *If a man tells an off-color story to a woman, what should she do?*

She might say to him, as one quick-witted woman did to a man who offended in this manner: "I can tell you a much more amusing story than that, which isn't vulgar." If a man persists in telling off-color stories, the only thing to do is to drop his acquaintance, as you would that of any boor. It is hardly necessary to say that no woman with any pretensions to good breeding will listen to or repeat a low story.

14. *How are embarrassing conversational gaps filled?*

Once in a while it happens, both in *tête-à-tête* conversation and among a larger number, that an odd, awkward pause will occur. The clever conversationalist will quickly throw to the nearest person some question or comment, trifling in itself, which will start things going again. It may be nothing more than, "Have you seen the new play?" or, "Have you read Blank's new book?" but it should be done immediately, for the longer the pause the harder it is to break it. It is the duty of a hostess to guard against just this sort of thing and be ready with her little "continuity." Some hostesses, who are not specially gifted con-

versationally, and who are aware of their failings, coach themselves beforehand on two or three innocuous subjects which can be introduced in this way, so that there will be no mental fumbling.

15. *What is the correct way to speak of family and friends in conversation?*

See Chapter xx, "Good Manners in the Home."

Conversational Don'ts

- DON'T pretend to have done things or to know things if you haven't done them or don't know them.
 - DON'T use one adjective repeatedly. "Awful" and "sweet" are two much overworked words.
 - DON'T think it amusing to tell a funny story on your wife or your husband. It is embarrassing to everyone.
 - DON'T address all your women friends as "My dear."
 - DON'T make the big "I" your main subject during any conversation, anywhere. Very few people can talk about themselves interestingly.
 - DON'T try to be funny on subjects for which most people feel reverence and respect.
 - DON'T carry clippings about and read them aloud to groups of friends and acquaintances. The persistent clipping-reader is as much a conversational pest as the habitual clown.
 - DON'T make forced and absurd puns.
 - DON'T use profanity. It is a cheap and common method of emphasizing a point.
 - DON'T flatter in exaggerated terms every celebrity you meet. They are flattered so much that they instinctively appraise the one who offers fulsome compliments as insincere and foolish.
 - DON'T be a chronic critic. Criticism has its place in conversation, but it isn't all of it.
 - DON'T talk about your pets. No one but yourself is interested in stories about Toto, the pet Peke, or Scotty, the sagacious Airedale.
- And DON'T, DON'T, if you are a golfer, hold long post-mortems on your last round, detailing every stroke, giving reasons why you missed the putt at the

fourth hole or why such and such a hazard proved so fatal to your score! Of all the great tribe of conversational bores the golf bore is probably the most dreaded.

DON'T use the following words and phrases:

"He accepts of her hospitality" for "he accepts her hospitality."

"Ain't" for "is not" and "am not."

"He allowed he would take a vacation" for "he thought he would take a vacation."

"Try and save money" for "try to save money."

"Not as I have heard of" for "not that I have heard."

"Awfully sweet" for "very sweet." Anything that is "awful" inspires awe.

"None of that back talk" for "do not be impertinent."

"Bad egg" for "undesirable citizen."

"Balled up" for "confused."

"Without batting an eye" for "without hesitation."

"Beat it" for "go away."

"Between you and I" for "between you and me."

"Big bug" for "a person of importance."

"Blow-hard" for "boaster."

"Boiled shirt" for "stiff white linen shirt."

"Broke" or "busted" for "without money" or "bankrupt."

"Bum" or "loafer" for "idler" or "waster."

"Beaut" for "beauty."

"Butt in" for "interrupt" or "interfere."

"Takes the cake" for "wins first prize."

"Can" for "may," thus—"can I call on you?" instead of "may I call on you?"

"He is a case," for "he is odd—bad—or amusing."

"Chew the rag" for "argue" or "bickering."

"Light complected" for "light complexion."

"Cough up" for "pay."

"Coupl-a days" for "two days."

"Crazy about" for "enthusiastic."

"Cuss" for "curse" or "swear."

"Daisy" for "pleasant," "fine," or "charming."

"Dander" for "anger."

"Durst" for "dared."

- "Dead slow" for "dull" or "uninteresting."
- "Dippy" for "foolish" or "crazy."
- "Done" for "did."
- "Don't" for "doesn't," as "he don't care."
- "Dopey" for "stupid" or "dull."
- "Dry up" for "stop talking."
- "Fake" for "fraud."
- "No flies on her" for "she is very clever."
- "Fresh" for "impertinent" or "conceited."
- "Lady friend" (or "gentleman friend") meaning "fiancée."
- "Not my funeral" for "not my affair."
- "Gazabo" for "an important person."
- "Geezer" for "an elderly man."
- "Gent" for "gentleman."
- "He went back on me" for "he deceived me," or "he played me false."
- "I feel good to-day" for "I feel well to-day."
- "She plays the piano good" for "she plays the piano well."
- "Got" for "must," as "you've got to do it" for "you'll have to do it."
- (For the correct use of "got," which is often used improperly, see a good dictionary or grammar.)
- "Had ought" for "ought," as "you hadn't ought to have done that" for "you ought not to have done that."
- "Hen party" for "a party for girls or women."
- "I" for "me," as "she's going with Mary and I," instead of "with Mary and me."
- "Wouldn't that jar you?" for "aren't you surprised?"
- "Shut your jaw" for "be quiet."
- "Kid" for "child."
- "Kind of" for "rather," as "I feel kind of tired" for "I feel rather tired."
- "On the level" for "honest."
- "Best licks" for "best efforts."
- "The limit" for "the best" or "the worst."
- "Nerve" for "independence" or "impudence."
- "Off of" for "from," as "I bought it off of a peddler," instead of "I bought it from a peddler."

- "Ornery" for "stubborn" or "ugly."
- "Pants" for "trousers."
- "Party" for "person."
- "Proposition" for "character" or "personality."
- "Pull" for "influence."
- "Quite some" for "many" or "very fine."
- "Roast" for "ridicule" or "criticize."
- "I says" or "says I" for "I said."
- "Search me" for "I don't know."
- "Set" for "sit" or "sat."
- "Skin" for "get the better of."
- "Some" for "somewhat," as "he is feeling some better" for "he is feeling somewhat better."
- "Sort of" for "rather." (See "kind of.")
- "Sure" for "certainly."
- "Took up" and "let out," as "school took up at nine and let out at three," for "school began at nine o'clock and closed at three o'clock."
- "Than me" for "than I," as "he is taller than I."
- "That there" for "that," as "that there man" for "that man."
- "Makes me tired" for "annoys me."
- "Lady" for "Woman."

Chapter XI

DANCES

DANCING is America's favorite sport, indoor and out.

At every garden party or lawn fête, guests flock to the dancing platform or pavilion. The decks of private yachts are holystoned, not as they once were for whiteness, but for wax-like smoothness to please guests who prefer dancing to lolling in wicker chairs. In country house or city apartment, wherever four or more people forgather, rugs are rolled back and a dance record is turned on. Musicians who do not know Chopin from Wagner, but who can draw a hundred-per-cent wail from a saxophone, have been lifted from poverty to affluence by jazz, and an orchestra leader who can thrill with a new trick, be it muscular gyrations or a mad combination of drum and traps, is exploited on his return from Europe along with Paderewski, Kreisler, and Jeritza!

All of which may explain why this chapter is headed "Dances" rather than "Balls." Nothing could be more incongruous than the tortured wail of a saxophone in the formal setting of a ball. The very word "ball" summons a vision of crystal chandeliers, stately staircases, balconies hung with garlands of flowers, regal women in trained gowns, men bowing, with their hands on their hearts, as dancing masters instructed them in childhood.

The brilliancy of a ball weighed against the surge of the saxophone! And youth inclining an eager ear saxophoneward. Small wonder that the hostess who would be popular writes "dancing" where once she would have had "ball" engraved.

Balls are still given, however, by those who refuse to sacrifice all social traditions on the altar of pleasure which youth has reared, so we will discuss every type of the dance, from stately ball to dancing in public places.

*A. For the Hostess of Ball or Dance**1. How does the ball differ from the dance?*

The ball is the most formal and elegant of social functions. The very name implies a stately ballroom, handsomely decorated, an elaborate collation, two orchestras furnishing music for continuous dancing, and an imposing invitation list, representing the best families in town and from other cities. A dance may be either elaborate or simple, large or small, but it lacks the formality and gorgeousness of the ball. A ball is never given for less than a hundred guests. A delightful dance may be given for twenty guests, or even less. Invitations for a ball are engraved; for a dance they may be written by hand, on a visiting card, or even telephoned.

2. Where should a ball be given?

In a ballroom, with an impressive entrance and a balcony at either end for musicians. In the old days, American millionaires always included a ballroom in plans for a new mansion to be built in New York, Newport, Philadelphia, Boston, Pittsburgh, Chicago, or San Francisco. But to-day the fashionable people who spend much of the year on country estates, in Florida and in Europe, occupy the more modern and smaller town houses or apartments during the short winter seasons, and give balls at famous hotels like the Bellevue-Stratford in Philadelphia, the Copley-Plaza in Boston, the Ritz-Carlton in New York, the Drake in Chicago, and the Fairmont in San Francisco. A very large drawing room may be used for the purpose, provided there are other rooms available for supper, lounging, and smoking.

3. What arrangement does a hostess make when giving a ball at a hotel?

She confers with the manager of a hotel, or of the best assembly room in town, concerning the available accommodations. These must include the ballroom proper, which should accommodate comfortably the number of guests she expects to entertain, a corresponding amount of space for a sit-down supper, a smoking room, two dressing rooms,

and a reception or lounge room where her guests may sit out a dance. She must have it clearly understood with the manager whether he or she is to engage the orchestras. The *maître de hôtel*, or steward, will then submit to her menus and estimates for the supper, and the manager of the hotel will confer with her on the decorations. The hotel management will supply service, including waiters and attendants in the halls and dressing rooms.

4. *What preparations are required for a ball given in a home?*

The room selected as the ballroom should have all the furniture removed. That nightmare of the wall-flower, the fringe of gilded chairs against the wall, has disappeared. Chairs for those who sit out dances are grouped informally in other rooms. If there are no balconies in the private ballroom, a temporary platform is built at either end for the orchestras. These are decorated and often screened with ferns, plants, and flowers, but floral decorations should not encroach on the dance floor. The latter must be perfect and smoothly waxed.

If the dining room is large enough to seat all the guests at small tables for supper, the hostess is fortunate indeed. Otherwise tables may be set also in the breakfast room, the library, and halls.

There must be two large dressing rooms, one for ladies, the other for men—more if the rooms are small—and an attendant is assigned to each. In the room for women there should be pins, hairpins, needles, and thread for use in emergencies, powder and other cosmetics.

Even in homes where the staff of servants is large, the hostess intrusts the decorations to florists, the supper to a caterer, who supplies everything from the awnings, red carpet, coat racks, ballroom chairs, and waiters down to the last little dish of salted nuts.

A detective in evening clothes is stationed within sight of the hostess, who questions anyone who tries to slip into the ballroom without being announced. A chauffeur is stationed under the awning to open the carriage doors, and a policeman or plain-clothes man is usually at hand to

protect guests from annoyance and to prevent the uninvited guests from entering the house.

5. *How are invitations issued to balls?*

The invitation is especially engraved, and is mailed at least two weeks in advance; three weeks is even better, as it protects guests from the misfortune of accepting other and less important invitations which cannot be broken.

FORMS FOR INVITATIONS TO BALLS

When the ball is given in a private home:

Mr. and Mrs. James Henry French

at Home

on Thursday evening, January the fifth

at ten o'clock

at Four Lincoln Boulevard

The favor of an answer
is requested

Dancing

When the ball is given at a hotel or club:

Mr. and Mrs. James Henry French

at Home

on Thursday evening, January the fifth

at ten o'clock

at South Side Club

Kindly send reply to
Four Lincoln Boulevard

Dancing

When the ball is given for a débutante daughter:

Mr. and Mrs. James Henry French
request the pleasure of

company at a dance in honor of their daughter
Miss Elizabeth French
on Thursday evening, January the fifth
at ten o'clock
at Four Lincoln Boulevard

R. s. v. p.

A simpler form used for both large and small dancing parties, in this day when society is trying hard to simplify all social affairs, reads:

Mr. and Mrs. French
request the pleasure of

company at a small dance
on Thursday the fifth of January
at Four Lincoln Boulevard

R. s. v. p.

The name of the guest is filled in the blank spaces of forms given above.

6. What sort of a supper is served at a ball?

A sit-down supper at small tables around which two to six people may gather. Supper may be served continuously for several hours, or at a set time. At fashionable balls in New York and Chicago, the first method is followed, guests going to the supper room as they like, between one and three o'clock. If a set hour is preferred, it is usually at one or one-thirty o'clock for the accommodation of the older guests who may want to leave earlier than the younger people.

The menu for a sit-down supper at a formal ball includes a clear soup served in cups; shell fish, terrapin, lobster Newburg, crab meat au gratin, or oyster patty; a poultry dish, such as squab, delicately prepared chicken, or croquettes; fresh salad; individual ices with little cakes; black coffee in small cups. For a continuous supper the best hot dishes are fish or chicken, prepared in a sauce and served in shells or in patty cases. Broiled chicken or small birds with peas are offered only when the supper is set for a certain hour, because they must be served the instant they are cooked, and are spoiled by standing.

When the ball lasts until daybreak, the hostess may have a breakfast served at four o'clock for those guests who linger longest. This meal consists of coffee, rolls, sausage or bacon, and scrambled eggs, and is especially appreciated by men who know that they will be able to snatch only an hour's sleep before going to business. When this breakfast is not served, departing guests may be offered a cup of hot bouillon or chocolate.

Throughout the ball, glass bowls filled with punch or fruit drinks stand in rooms near the ballroom, with servants in attendance to supply fresh glasses for thirsty dancers.

7. Are both the older and the younger set invited to balls?

Yes, because a ball is merely cousin once removed to a reception. Elderly guests who would not miss the annual ball given by Mr. and Mrs. Quality, unless incapacitated by illness, may dance only a few measures, but they are sure

of meeting mutual friends, of seeing the newest jewels and gowns, and perhaps making up a little rubber of bridge in library or lounge rooms. The younger married people, like the *débutantes*, rarely miss a number.

8. *How can the hostess insure dancing partners for all the girls invited?*

She cannot do this, but she can make plans which insure the largest possible attendance of young men, by letting the most desirable bachelors of her acquaintance understand that they can secure invitations for their eligible friends. The right sort of man will use this privilege only for his classmates at college, club members, or new and desirable business associates. A girl may also ask an invitation for an out-of-town man whom she knows her hostess would be glad to receive, and the hostess further builds up her list of dancing men by sending invitations to single men in other cities. Mrs. Richie of New York will send invitations to Philadelphia, Baltimore, Washington, and Boston; and Mrs. Quality of Boston will recall dancing men she knows in Springfield, Worcester, New Haven, and New York. As the success of a ball is founded on joy in dancing, the number of dancing men is second only in importance to the gayety of the music.

9. *What time does a ball begin?*

Invitations usually read ten o'clock, but dancing rarely starts before ten-thirty.

10. *What does the hostess wear?*

Her most beautiful evening gown, made of some rich fabric, brocade or velvet, according to the season and her age. To this she adds her finest jewels.

11. *Where does the hostess stand to receive her guests?*

This depends somewhat on the arrangement of the rooms, but the preferred position is the entrance of the ballroom; at the foot of the stairs, if the ballroom is on the lower floor; at the head of the stairs if the ballroom is on the upper floor. Guests are announced as at a dinner or formal afternoon tea, by the butler. The hostess remains at her post until supper is served, after which she may join

her guests in the supper room or in the ballroom. When guests begin to leave, she need not return to the point where she received her guests, but she may stand in the ballroom, foyer, or lounge, where she can be easily seen by her guests, who wish to bid her good night.

12. How can the hostess be sure that out-of-town people are introduced, that her ball does not raise a crop of wall-flowers, and the dowagers are not forgotten at supper time?

She cannot look after such details. With guests coming and going all evening, she must remain at her post to receive them, but the experienced hostess arranges in advance for a small group of aides to look after the pleasure of her guests. Her husband, sons, sons-in-law, brothers, or other male relatives circulate through the different rooms, making sure that shy girls have partners, that elderly men know where to find good cigars, and that dowagers are taken out to supper. There is no direction of the dance floor. When one orchestra stops playing, the other begins, with only sufficient respite to change partners. Another important duty which the male relative performs is protecting the ballroom from intruders. This is particularly necessary when the ball is given in a hotel or other public assembly room. As a rule, the men of the family know all the men on the invitation list, and if they see a stranger slipping in without being announced, or if they recognize an undesirable person entering with another guest, they call him to one side after he has greeted the hostess and ask him to leave. This has become absolutely essential because certain young men, daring to the point of impertinence, believe that as they dance well they are welcome in any set. At one dance given at the Hotel Plaza in New York, seven young men who made a good appearance, but who had neither invitations nor acquaintance with the hostess, were asked to leave the ballroom suite. Again, smartly gowned women who have slipped, unnoticed, into a ballroom are recognized by detectives as sneak thieves or confederates of thieves whose covetous glances are fixed on jewels worn by guests. In giving a masquerade ball, specially engraved cards of admittance should accompany the invitations.

Please present this card
at the Ritz
on Thursday the sixth of November

13. *Has the cotillon, or german, disappeared?*

Yes, it went out with the waltz.

14. *Does the hostess supply dance programs?*

Not in New York or in other cities which follow New York styles. Youth prefers to dance when it will and with whom it will, without regard to schedule. In very large cities there may be several large dances in one evening. If young people are bored at one house, they may go on to another where they may find more congenial guests or better music. Having accepted an invitation to a formal ball, this is extremely rude. Nevertheless, badly spoiled young men, inclined to overestimate their value as dancing partners, do it, apparently with impunity.

15. *What are subscription balls or assemblies?*

The most exclusive social events in any large city. The Boston Assemblies, for example, were organized years ago by the most aristocratic matrons of the city, and now have a waiting list, like any exclusive club. In the days of New York's "four hundred," anyone attending the Patriarch Ball was counted among the socially elect. In most large cities possessing traditions and social history, the patronesses of subscription balls or dances are recognized as the

social leaders of the community, and a place in the subscription list is eagerly sought. Years ago the subscription ball was as stately and gorgeous as any private function. To-day they are quite as exclusive but not so stately. Modern dress and modern dances are largely responsible for this change of mood.

Another form of subscription dance is the holiday or junior dance arranged by matrons for their daughters who will be introduced to society in another year and for their sons who are still in school. The expenses are borne by the mothers jointly and a group of matrons or patronesses serve as chaperons.

16. How are subscription dances organized?

Whatever the size of the community, urban or suburban, the organization is formed thus: A small group of women who are socially prominent agree to plan a ball, or a series of balls, for the winter season. They discuss the matter much as founders or charter members plan the formation of a club. If they decide to have twenty patronesses or managers, this number is selected from the friends of the half dozen women who started the movement, and no women who are not agreeable to the original group should be included in this list. The twenty patronesses then meet to elect a chairman, a vice-chairman, a secretary, and a treasurer, and appoint a managing committee numbering six to eight members. The finances are handled in two ways. The patronesses may bear all of the expenses of the balls and give away a stated number of tickets for each ball; or they may form a committee which passes on the eligibility of subscribers, each of whom may secure one or more tickets for the season. In this way each subscriber bears a share of the expenses and no invitations are sent out. The founders or patronesses, however, plan and manage the balls.

17. How can one subscribe to subscription dances?

As a rule, the subscription list, like membership in exclusive clubs, is limited. The same women remain patronesses year after year—until they die or are unable to stand in the receiving line. When a vacancy occurs through death or the removal of a family from the city, a new member is

elected by the other patronesses, but it is an unwritten rule that no one asks to be made a member. One waits—and prays—to be invited. A number of names will be proposed, and the person receiving the largest number of votes is elected to fill the vacancy. From all of which you may conclude that subscription dances are at once the best beloved and most heartily hated events in any town!

18. *When patronesses bear all expenses and issue tickets, how can these be secured?*

They cannot be secured. They are bestowed on fortunate friends by the patronesses.

19. *How many invitations are issued by patronesses?*

This depends entirely upon the number of patronesses and the number of guests desired. If there are twenty members and each member is allowed six invitations, two for ladies and four for gentlemen, one hundred and twenty guests will attend the ball.

20. *What are bachelor balls?*

These are subscription balls or dances managed by gentlemen instead of patronesses. The most famous balls of this type are the Monday Germans in Baltimore.

21. *Where are subscription balls given?*

At the most fashionable assembly hall in the city, often in the ballroom of a fashionable hotel.

22. *Who receives at a subscription ball?*

A group of the patronesses, numbering three to six, chosen by the committee to serve in this capacity. They stand in line near the entrance to the ballroom, bowing as each guest is announced. They do not shake hands as in a private home. At formal subscription balls, when a woman or girl approaches the receiving line, she makes a slight curtsy which includes the entire receiving line. The patronesses in the line make a similar curtsy simultaneously. A man makes a ceremonious bow to the women in the receiving group, who incline their heads. No guest pauses to engage a patroness in conversation.

23. *Is any repast served at a subscription ball?*

The subscription ball or dance follows the plan of the private ball in all details, including music, decorations, and supper.

24. *Should a girl be chaperoned at a subscription dance?*

No. The patronesses are her chaperons.

25. *Is the public ball ever a social function?*

In spite of its democratic character, under certain conditions the public ball becomes a social function, as the Carnival Ball in New Orleans, and the Aksarben Ball in Omaha; also in many cities when the ball is given under the auspices of the most exclusive military organization.

26. *In what way does a dance differ from a ball?*

The chief difference lies in the fact that the dance lacks the stateliness or dignity of the ball. The dance does not require a ballroom, but may be given successfully in a large drawing room, living room, or even the recreation room over the garage on a country estate, provided the floor is perfect. One orchestra is sufficient, but the music must be stimulating. A buffet supper replaces the sit-down supper, and the floral decorations may be quite simple. A carefully prepared invitation list contributes heavily to the success of a dance. The wise hostess does not send invitations to her entire calling list, but to congenial people of practically the same age. She is giving a dance, not a reception plus a dance. Some clever hostesses give two large dances during the season, one for married friends and girls who have been out several seasons, and another for débutantes, inviting bachelors to both.

27. *What is the dinner dance?*

Strictly speaking the dinner dance is quite a large function in a large home where from forty to sixty people dine and remain after dinner for dancing. This elaborate double function is frequently given on a country estate to which guests motor from near-by houses or from town. The term is also applied to a large dance when the hostess entertains a group of her more intimate friends at a dinner

preceding the dance. For the dance she may send out from one hundred to two hundred invitations. For the dinner she will invite from a dozen to thirty, according to the number her dining room will accommodate. For the second sort of dinner dance, she needs two sets of invitations. To those who will attend both dinner and dance, she sends her formal engraved dinner invitation with "Dancing at eleven" written in the lower left-hand corner. To those invited for dancing only, she may send one of two forms—her regular "at home" card with "Dancing at eleven" written in the lower left-hand corner, or the joint calling card of herself and her husband, or herself and her daughter, with

Dancing at eleven o'clock
February the eleventh
R. s. v. p.

written in the lower left-hand corner.

Between the end of dinner and the hour set for dancing, her dinner guests talk and smoke, or play bridge in the rooms other than those set aside for dancing, which must not start until the hour named on the other invitations, eleven o'clock.

28. *What sort of invitation is used for the ordinary dance?*

Occasionally, for the large and more formal dance, invitations are especially engraved; but more commonly the hostess uses a calling card with the date and the word "Dancing" written in the corner. See Chapter XXIII, "Invitations and Replies."

Invitations for very informal or impromptu dances are often telephoned.

29. *What preparations are required for the informal dance?*

The decorations are very simple. As at formal balls, bowls of punch are provided, but the light buffet supper may be served by servants in the home or waiters supplied by the caterer. An appropriate menu in winter includes bouillon served in cups; one hot dish like patties or chicken à la King; ices, cake, and coffee. The bouillon may be omitted and the menu consist of one hot dish, a salad, ices,

cakes, and coffee. In summer cold dishes, like chicken and vegetables in aspic, and crisp ice-cold salad, are substituted for the hot dishes.

30. *How does the hostess of a dance receive her guests?*

Like the hostess at a ball, she stands near the entrance to the dancing room, but as guests usually gather earlier for an informal dance than for a ball, she may dance later in the evening.

31. *Should the hostess who does not enjoy dancing undertake to give a ball or dance?*

If there is a woman under eighty in society to-day who does not like to dance, she may still be the charming and successful hostess of a ball or a dance. After all, a hostess entertains for the distinct purpose of amusing others. Her triumph lies in doing this better than her neighbor. If she supplies a fine floor, good music, and congenial guests, her shortcomings as a dancer will be forgiven. In fact, she may be more popular than the hostess who dances so well that men prefer dancing with her to dancing with her guests.

B. For the Guest of the Ball or Dance

32. *Does an invitation to a ball or dance require a reply?*

Yes, at the earliest possible date. If the invitation is received by mail, it must be answered by a written note. If it is left for you by telephone, you should call up your hostess immediately upon reaching a decision. Having accepted the invitation of one hostess, it is the worst possible manners to send regrets later in order to attend another dance which may promise a gayer evening. A hostess always wishes to know the number of dancing men on whom she may depend and the number of guests for whom supper must be served.

33. *When may one ask the privilege of bringing a friend to a dance?*

You never ask for an invitation for a friend who is already known to the hostess unless you are very intimate with the latter and feel reasonably sure she has been for-

getful. Hostesses rarely forget acquaintances whom they wish to entertain. A matron, a bachelor, even a débutante may safely ask for an invitation to a ball or a large dance for an eligible young man whom the hostess does not know, whether he lives in the city or is from out-of-town. Probably he will be welcome as an additional dancing man. But begging an invitation for a girl is another matter, because the hostess may already have misgivings about the number of dancing partners. However, she will forgive the matron or débutante who is entertaining an out-of-town girl on the date of the dance, and, of course, the mother of an engaged man may ask an invitation for his fiancée; otherwise the engaged man will not attend the dance.

34. How do guests dress for balls and dances?

This differs with the type of dance. A ball requires the most formal of evening dress, but quite a large dance in summer admits of informal dressing for both men and woman. See Chapter XIV, "Dress for All Occasions."

35. Should a guest arrive promptly at the hour named on the invitation for a ball or dance?

There is no hard-and-fast rule on this subject, but everybody seems to fear being the first arrival, so guests usually appear from ten to thirty minutes after the hour named on the invitation. Late comers continue to drop in for the next hour or so. In New York or Chicago, guests frequently go from the opera to the ball.

36. How does a débutante or single girl go to a ball?

With her parents, if they are invited; otherwise in one of the family motors, attended by her maid. Frequently small groups of congenial young people, girls and men, who have been invited to a formal ball or large dance, make up a little party, and this custom is especially comforting to girls, for it virtually insures them dancing and supper partners. A chaperon or maid then rides in each car.

37. How is a guest received at a ball or dance?

At formal affairs, one or more servants are on duty at the door, which is opened upon the guest's approach. The

stairway or lift is then indicated to him, and the elevator attendant or servant posted on the other floor tells him how to reach the dressing room. After removing outdoor raiment, the guest goes directly to where his hostess is receiving her guests, speaks his name clearly and distinctly to the butler, who announces him. He then greets his hostess, taking her hand if she extends it. As he may exchange only a few words with his hostess, happy is the man who can turn a pretty compliment. This done, the guest moves on to the ballroom or lounge, to greet acquaintances. If he finds none, he may seek the solace of the smoking room. The lone girl's refuge is a dowager.

38. How can a girl fill up her dance program?

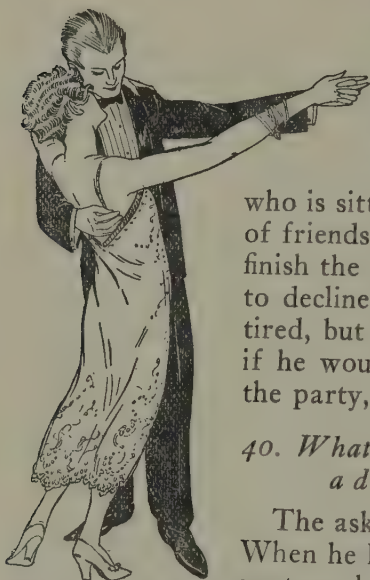
At fashionable balls or dances she has no program, so she is dependent upon the attentions of the men she knows and on the male relatives of her hostess, who will introduce dancing partners to her. But the best partner-insurance to-day is to be a good dancer. A girl's popularity at dances is almost wholly dependent upon her dancing ability, for however much personal charm she may have, it will not prevail over awkwardness in dancing. Good looks and good dressing may increase her popularity, but conversational cleverness is no asset at a dance. Men enjoy dancing with the girl who acts as if she were having the best time of her whole life and who moves over the floor, seemingly without thinking of her feet. Young men avoid the type of girl who tries to cover her deficiencies as a dancer by sitting out dances, because they go to dances not to be entertained, or to be vamped, but to dance.

39. What customs govern sitting out dances?

To-day young people sit out a dance only when the music is poor or the two are in love. In the Victorian age it was not unusual for a girl to sit out every third dance because of fatigue or tight lacing, but in this day of the athletic, uncorseted girl there is no such thing as fatigue, and, as one gilded youth exclaimed, "Why go to a *dance* to rest your feet?" Love's young dream may lure a couple to a vine-hung veranda or to a shadowy window seat;

and small groups of congenial people sometimes sit out a dance or two together, but if the music is good, dancing's the thing.

If a girl is sitting out a dance with a man, he may not leave her during the dance to take another girl on the floor. On the other hand, no young man will ask a girl who is sitting out a dance with another chap to leave her escort and dance with him. However, if a man wants to dance with a girl



The Dance Floor is No Place for Cuddling

who is sitting out a number with a group of friends, he may ask her if she will not finish the dance with him. If she wishes to decline, she may tell him that she is tired, but will dance with him later; or, if he would be congenial to the rest of the party, she may ask him to join it.

40. What is the proper way to ask for a dance?

The asking is always done by the man. When he knows the girl he desires for a partner, he approaches her, whether she is standing alone or with friends, and asks: "Will you dance this with me?" or, "May I have this dance?" If he has just been introduced to the girl by his hostess or by a mutual acquaintance, he will ask her for the next dance. If it is taken, he may ask her for the next dance she has free, and, after brief conversation, move on to another dancing prospect. A man asks a girl to go to supper with him in the same way—"May I take you to supper?" and he usually engages his supper partner early in the evening. In this connection, if a girl knows that she is having supper with a group of intimates who may not have met but who would like her dancing partner, she may say to him, at the conclusion of their dance, "Won't you join our little party at supper time?"—naming several of the girls and men. This is often a welcome invitation to a newcomer, who understands

that the girl is not inviting him to take her to supper, but to meet her friends.

41. *How does a girl accept or decline an invitation to dance?*

To accept an invitation, she may say, "Yes, I'd like to have this dance with you," or use so brief a phrase as "Certainly." If she does not wish to dance with a man, she says, "Sorry, but I am not dancing this time," and then she must *not dance this particular number with anyone else*. If she does, she will be guilty of rudeness to both the man and her hostess. Such discourtesy to a man is justifiable only when he is intoxicated or when he has said or done something offensive to good taste during a former dance, in which case she delivers a direct snub that she can explain to her hostess.

42. *What is the correct dancing position?*

The correct dancing position changes practically with each season. Society is just emerging from an epidemic of dances in which the position of the dancers has gone to such extremes as to be almost an offense. The better class of hostesses have expressed themselves so strongly on the subject that their guests are careful not to transgress, and in fact all people possessing the right sort of social pride will respect conventions in this matter.

The following instructions are given to students in an exclusive New York studio for social dances:

The man and the girl face each other squarely, standing on the ball of the foot.



*This Is the Dancing
Position Approved by
Persons Whose Approval
Is Worth Winning*

The man places his right arm around the girl, his hand resting on her back between the shoulders. His left arm extends in an easy horizontal position with the palm of the hand turned upward.

The girl places her left hand lightly on the top of the man's right shoulder, never around his neck. She extends her right arm horizontally, allowing the hand to rest lightly in the man's left hand.

There must be room enough between the dancers to enable each to move with freedom and ease.

The result is the correct dancing position.

43. *Is "cutting in" permissible?*

This curious American fad, which has come into vogue within a few years, is not good form; but since so-called smart circles in a few large cities have countenanced the practice, it has spread rapidly. In conservative and exclusive circles it is not tolerated, especially in England and on the Continent. When a "stag" (which, being interpreted, is a young man without a partner) desires to dance with a girl who is already dancing with another man, he slips in among the dancers and taps the shoulder of the desired girl's partner. The latter must then relinquish the girl or precipitate a scene. However, her new partner may not enjoy his triumph long, for a third man may "cut in," or, after the couple has made one turn of the ballroom, the girl's original partner may "cut in" and recapture the prize. Girls now boast of the number of "cut-ins" they have at a dance as their grandmothers flaunted full dance cards or cotillion favors.

44. *What are the obligations of the man guest to his hostess?*

Presumably he is invited to a ball or dance to dance! Not meeting this expectation, he fails his hostess in his first obligation. He should not absent himself from the ballroom to lounge in the smoking room for more than one dance at a time. Neither should he "rush" a particularly popular girl, nor the girl in whom he is most interested, and then sulk or smoke when he cannot secure her society. In the eyes of a hostess, the ideal man guest is he who distributes

his attentions freely and who is especially courteous to her out-of-town friends. His reward is more invitations, not only to her future dances, but to her more intimate or more exclusive functions.

45. *When do guests leave a dance?*

There is no set hour. Men who have business or professional responsibilities and who must be at their offices not later than nine-thirty or ten in the morning, usually leave directly after supper. Both hostess and considerate wife appreciate the reason for this. The wife may remain for a few more dances, to chaperon her daughter or to drive home with friends. Young people and others who have no responsibilities to meet, and the idle rich (happily for America, there are comparatively few of the last named), may dance until daybreak. Any young man or woman who has business, professional, or artistic ambitions will not sacrifice a career to pleasure, so, like the man of affairs, will leave soon after supper is served. Junior dances for sub-debs and young people still in school are supposed to be over at midnight.

46. *How do guests take leave of their hostess?*

At a formal ball, the hostess will be found near the entrance to the ballroom or in a near-by room. Before going to the dressing room for their wraps, guests seek out their hostess and bid her good night, expressing at the same time the pleasure which her hospitality has given. If the occasion has been marked by some especially attractive feature, such as floral decorations or notably good music, mention of this fact proves that you are an observing and discriminating guest.

Dancing in Public Places

47. *What is the *thé dansant*?*

The French phrase *thé dansant* is heard less frequently now than it was when the dancing craze reached its peak, just after the World War. Literally it means a dance with tea, and it is used by smart hotels and tea rooms to advise patrons that a good dance floor and music are available

from four to six. In the more popular restaurants the tables encircling the space for dancing are in great demand and can be reserved only by paying the head waiter a liberal tip. Time is allowed between dances for the serving of tea and other dainties liked at this hour of the day.

48. *Is after-dinner dancing in public places still in vogue?*

Like *thé dansant*, this practice seems to be passing out. In the more exclusive hotels and restaurants the dancing is done after the theater, from eleven to one.

49. *What is the dance club?*

Two types of dance clubs must be considered in answering this question. One is the co-operative club run by and for a group of people who know one another and who engage an assembly hall, an orchestra, perhaps an expert instructor for certain nights each month. The finances are handled by a committee. More democratic, but still like the exclusive assemblies and subscription balls, such a club protects its members from mingling with people they do not know. Another form of dance club which originated in the theater district of New York is merely a commercial institution, and a club in name only. Managed like any restaurant where dancing facilities are supplied, it is a rich cousin to a public dance hall, with admission or *couvert* charge so high that the general public cannot afford to patronize it. At these clubs the management generally presents one or more sensational dancers, sometimes a tabloid *revue*, and because they are called "clubs," such institutions, like private hostesses, may entertain patrons until 2 or 3 A. M. In all large cities where metropolitan customs prevail, clubs, managed by the more exclusive dancing instructors or by professional hostesses known in good social circles, are patronized by smart people; but the clubs in the theatrical districts are supported largely by the sporting element of the community, and nice young girls are not seen there, even when properly chaperoned.

50. *What customs govern public dances?*

Public dances may be divided into two classes. The first includes the neighborhood dances given in community

houses, a form of amusement which is gaining favor in small cities, towns, and rural centers, and the dances given by organizations like fraternal societies. The second includes dancing in halls run daily and nightly by firms or individuals as commercial institutions. All these dances are patronized so generally by young people that very strict rules govern their management.

At a dance given by a fraternal society, an American Legion post, or any other local organization, there should be a floor manager and a reception committee, whose members may be identified by badges. The floor manager either stands in the center of the floor or moves about while dancing is in progress, and he warns couples who adopt extreme or sensational positions or make themselves conspicuous in any way. If his warning is ignored, with the backing of the officials of the organization he may ask the offenders to leave the hall.

Members of the reception committee will do all in their power to supply girls with dancing partners and to introduce young men to girls. A young man who finds no acquaintances among the dancers may address any member of the reception committee, state his name and such facts as may mark him as a desirable citizen, and ask to be introduced to dancing partners. The member of the reception committee will then use his judgment about making the introduction. Usually, if a man meets one girl, she will introduce him to others, but he will not ask any girl for a dance without such an introduction.

At community dances, the introductions are performed by the chaperons appointed for the evening. Groups of girls often attend community dances and those given by organizations, trusting to luck and chaperons or reception committees for partners, but it is quite all right for two girls to dance together at such affairs. The reception committee or the official chaperons appointed by the city for community dances take the place of patronesses at subscription dances.

So long as girls and young men conduct themselves properly, they can attend such dances without criticism and enjoy the pleasure which young people crave most at present. In fact, general behavior at these semi-public dances

is often much better than at exclusive clubs and fashionable resorts.

At a large dance given by a fraternal society, full evening dress may be worn, but at community dances, especially in warm weather, the girls and women wear simple dinner dresses, even sports frocks. Men wear business suits in winter, flannels in summer.

The public dance hall of the better type is well supervised and is as safe for the young people who patronize it as any restaurant dance floor. Here you will find the floor manager more strict and more vigilant than at dances given under the auspices of a local organization. Near the entrance of the ballroom, or at the head of the stairs if it is on an upper floor, stands the hostess-in-chief, and hovering near her a keen-eyed manager or private detective who scans the faces of arrivals. Men under the influence of liquor and all who show marks of dissipation are turned away, for as the manager of one of the largest and most popular dance halls in New York City said: "We must be more particular about our patrons than the hostess who knows the social standing of her guests. Anyone coming to her house presumably knows every other guest's reputation, good or bad, and can take a chance. We must protect our guests."

The family party, including father, mother, and daughter, are welcomed, also young couples, young men who come singly or in groups, and girls in small parties, especially if chaperoned by an older woman; but the girl or woman who enters a public dance hall unattended by escort or other girls is scrutinized severely.

Chapter XII

DINNERS

THE severest test of social ability is dinner-giving. A menu which is neither meager nor surfeiting, and which has the touch of originality that piques the appetite; a group of guests who will interest and amuse one another; a hostess who keeps things going so delightfully that time and waiting motors are forgotten—these constitute the rare art of giving an enjoyable dinner.

All of us go to perhaps one perfect dinner each season, but we go to dozens which are marred by poor cooking, by slow service, by rooms which are too hot or too cold, by stupid, unresponsive guests, or by a nervous hostess.

The dinner is such a useful form of entertaining, and with practice can be made so charming, that it must be considered in all its various forms and aspects. For the convenience of would-be dinner-givers, this chapter has been divided into the following groups: The formal dinner in the home; the formal dinner of a public character, such as a banquet given in honor of some eminent visitor; the informal dinner in club, hotel, restaurant, or home; the intimate small dinner, which is the ideal form of hospitality for people of moderate means; the family dinner, probably the most difficult dinner to give successfully; the "stag" dinner.

The Formal Dinner at Home

1. How is the list of guests prepared?

The hostess must take into consideration her own obligations first, then add such new people as she wishes to invite, always bearing in mind the importance of congeniality and eliminating all unpleasant combinations. Divorced couples, social or political enemies, are not invited to the same dinner, nor are all the guests usually chosen from one pro-

fession. Professional and business men are often delighted to meet artists, musicians, and literary people.

2. *What is the best number of guests for the formal dinner?*

The best number is exactly the number that the hostess can seat comfortably, serve conveniently at table, and entertain easily in her drawing room. A crowded dinner table is an abomination. Any number from sixteen to twenty-four may be invited, but more than the latter number makes the drawing room look like a club meeting and gives the hostess too much to do, no matter how socially expert she may be.

3. *What is the correct phrasing for dinner invitations?*

See Chapter XXIII, "Invitations and Replies."

4. *What is the correct form of reply?*

See Chapter XXIII, "Invitations and Replies."

5. *What constitutes a suitable menu for a formal dinner?*

A menu consisting of five or six courses, with coffee, is correct for a formal dinner. These consist of hors-d'œuvre (frequently served in the drawing room with the preliminary cocktail), soup, fish, entrée, roast, salad, and dessert. The entrée is frequently omitted, or served instead of the salad, after the roast, if it consists of some specially fine vegetable, such as asparagus or artichokes. It would not be correct to serve a vegetable entrée before the roast. The whole trend of dinner-giving, however, is toward simplicity, and many delightful formal dinners offer no more than four courses. Here are some suggestions for unusual but not difficult menus:

Dinner No. 1: Caviar canapé, served in drawing room; cream of mushroom soup, stuffed crab (omitting the entrée), boned squab, roast chickens, potatoes soufflé, peas, artichokes Hollandais, orange ice, cakes, coffee.

Dinner No. 2: Sea-food cocktail served at table (lobster, crab meat, oysters, shrimps with cocktail sauce); clear consommé; boiled and baked Virginia ham covered with brown sugar and nut meats, served with custard corn bread and spiced peaches in jelly; asparagus with drawn butter,

or, if preferred, a salad of endive and water cress; fruit-soufflé pudding; coffee.

Dinner No. 3: Anchovy canapé, served at table; cream of tomato soup; broiled halves of tiny lobsters; guinea-hen breast served on cutlet of mashed potato browned; currant jelly and string beans; romaine and chive salad, baked Alaska; coffee.

Dinner No. 4: Cheese-and-bacon canapé; cream of pea soup; fillet of sole stuffed with shrimp, cucumber sauce; roast beef; Yorkshire pudding; sweet pickled watermelon rind, cauliflower in cream or string beans with sliced mushrooms; apricot tarts; coffee.

Dinner No. 5: Tomato-and-deviled-egg canapé; chicken okra soup, strained; broiled trout; broiled mushrooms on toast; spring lamb roasted, with mint sauce jellied; tiny browned potatoes; peas; heart of lettuce salad; ice cream with either strawberry or chocolate sauce; cakes; coffee.

Dinner No. 6: Caviar on tiny hot Russian pancakes; green turtle soup, clear; oysters grilled in the shell with bacon; roast duck, orange sauce; hominy croquettes; fresh lima beans or succotash; chiffonade salad; peach Melba; coffee.

These are mere suggestions. One might go on building menus indefinitely. The main thing to remember is to balance the dishes—not to have too many rich sauces or heavy sweets, or any very odd things with unusual seasonings; and, above all else, to choose dishes which your cook prepares *perfectly*. And also it is wise to remember that in these days of many diets something must be provided for all tastes, and let no one leave hungry. A plain soup, a simple roast, and green vegetables, without sauce, can be eaten even by the dyspeptic, and around these the epicure with a good digestion can enjoy an exacting canapé, rich fish or entrée, an unusual salad, a fancy ice cream.

6. *How is the table arranged for a formal dinner?*

The best taste still sanctions the exquisite satin-damask cloth, monogrammed, and laid over a silence cloth. Lace cloths are used over bare tables only. Of late the vogue of the tablecloth has somewhat waned, and even at very formal and correct dinners the long runners of fine lace

and needlework are used, with matching doilies, capable of holding the entire individual dinner service. So, you see, either the damask cloth or the lace-and-needlework set is correct, but in either case it must be the very best. Moreover, it is better to use an inferior damask cloth than a mediocre set of needlework.

No matter how the table is covered, the napkins are of damask in dinner size and monogrammed.

Flowers, arranged in a basket which has a metal container, or in a bowl of glass, china, or silver, form the usual centerpiece. Many beautiful and original arrangements are possible. A silver basket or bowl filled with fruit, whose



*This Setting Is Appropriate for Formal and Informal Dinners Alike.
Note the Absence of Candle Shades, Which Have Gone Out*

rich colors furnish contrast with the cool silver, makes a very wonderful centerpiece. A tray of grapefruit, pale bananas, lemons, limes, and white grapes with clusters of green laurel leaves is delicately beautiful; if heavier color is desired, red apples and bananas, tangerines, pomegranates, and black or red grapes will supply it. Or, if the hostess possesses a fine silver centerpiece in the old style, it may be used without either fruit or flowers. Sometimes a pair of silver birds, pheasants or peacocks, is placed beside a silver bowl of flowers or fruit.

Four candles, unshaded, and in a color to harmonize with the centerpiece, are used in sticks of silver, Venetian glass, or fine china. On an Italian tablecloth, a bowl of Italian pottery filled with flowers or fruit, accompanied

by candlesticks of the same ware, will give excellent effect. This is better, however, for the informal dinner. If the dinner is very large, more than four candlesticks will be needed, and possibly a handsome pair of candelabra, one on either side of the centerpiece. Do not, however, use too many candlesticks. It is better to use additional candles on the sideboard or in sconces.

Aside from the centerpiece, the ornaments, and the candles, there should be nothing on the table except compote dishes holding bonbons, two or four in number, silver dishes filled with salted nuts, and individual places.

7. *How are individual places arranged?*

Individual places should be spaced about two feet apart, or a little closer if the chairs are not too large and too wide. A place plate, large and handsome, is set, face up, at each place. On the left, prongs up and handle towards edge of table, are laid the forks, salad fork nearest the plate, roast fork next, and fish fork third on the outside. If an entrée is served, the fork for this is placed between the roast and the fish forks, and the salad fork brought in with the salad course.

To the right of the plate are arranged the knives and certain other pieces of silver required for the first course. The knife for cutting the roast lies next to the plate. Then comes the fish knife and third the soup spoon. If a canapé is served, the special cutting fork needed for it will lie next to the soup spoon. If oysters, clams or sea-food cocktail are offered as the first course, the small oyster fork is laid next to the soup spoon; or if grapefruit is to be served first, the grapefruit spoon replaces the oyster fork. No other flat silver than the pieces mentioned should be used in setting the table. If other knives, forks, and spoons are required, they will be brought on with the proper courses.

The general principle underlying the arrangement of flat silver is this: each course is provided for in order, beginning at the outer edge and proceeding toward the plate.

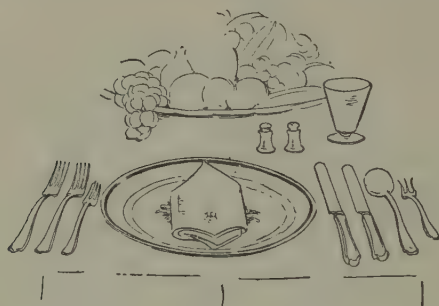
At the top and toward the right of the knives is placed the water glass, and if wine is served the wine glasses are placed to the right and beyond the water glass. The dinner

napkins, folded square, with the sides rolled under slightly, are laid on each place plate, and the place card on the tablecloth, just above each plate, where it can be easily read.

Individual peppers and salts may be set at each plate, or slightly large salt dishes and pepper shakers between alternate places.

The use of individual dishes of salted nuts has largely gone out of fashion.

It is hardly necessary to add that each item of the table service should be exquisitely clean, the silver bright, the



Details of a Single Cover for Dinner. More Flat Silver Would Be in Bad Taste. It Should Accompany the Course Which Demands It

linen perfectly laundered, the candles fresh, the flowers without a withered or drooping petal, the fruit of finest quality.

8. *How is the dinner served?*

In the first place, the hostess should have enough servants to serve quickly and without any long waits. For any number above six, two serving people are necessary. For any number above twelve, three. For any number above sixteen, four.

There must always be a plate before each guest. If the first course is raw oysters or clams on half shell, the plate containing them is set on the place plate. The shellfish eaten, that plate is removed, leaving the place plate for the soup dish or bouillon cup to be set upon it. After the soup course, the place plate is removed along with the

soup plate or bouillon cup, and the fish, entrée, or roast plate is instantly substituted for the place plate. The used silver of each course is removed with the used plate.

If the first course is mixed hors-d'œuvre, served from a large platter, they will be eaten from the place plate, and a fresh, clean place plate will be put before each guest when the used hors-d'œuvre plate is removed. On this clean plate the soup plate will be set.

Soup and individual canapés, sea-food cocktails, grapefruit, and other dishes that are necessarily individual are brought in one at a time and placed before the guest, always from her left side. No properly trained servant brings two plates at one time.

A dish which is not individual, but is served in bulk, is brought in, always singly, by the servant, who holds a heavy folded napkin under the dish with the right hand, steadying it slightly, if necessary, with the left. It is offered at the left side of the guest, and held conveniently for the guest to help himself. A large spoon and a large fork are placed in every dish for the guest to use in serving himself.

Service begins with the hostess and proceeds around the table to the right. It is no longer the custom to serve ladies first and then the men. At a large dinner, service begins simultaneously with the hostess at the head of the table, and the lady who sits on the right of the host, at the foot. Where there is a servant for every six guests, as there should be, the service begins simultaneously with the hostess, the sixth lady from her on the right, the twelfth lady, the eighteenth lady, and so on round.

With courses which require a sauce, one servant takes the main dish, and is immediately followed by another with the sauce, thus making double service for this one course.

When the first course has been served, the butler, who directs all service, if he does not actually take part in it, pours mineral water, wine, or the fruit-juice drinks that have taken the place of liquor in many homes.

The rolls or thick slices of bread are served immediately after the soup. No butter is ever served at smart dinners, and therefore no bread-and-butter plates are necessary. Bread or rolls are offered to the guests throughout the

meal, when the servant notes that they have eaten the first portion.

After the salad course has been eaten, the table is cleared of all individual silver and china, the salts and peppers are taken off on the serving tray, the crumbs are brushed off with a folded napkin into a small tray held just below the table edge, and when the table is clean and clear, dessert is served.

The dessert service consists of a dessert plate, on which is a small fine doily and a finger bowl, with a little water in it, and a dessert fork and spoon, or fork and knife, depending on what the dessert may be, on either side of the



Coffee Service for the Hostess Who Pours in Her Living Room or Drawing Room After Dinner

finger bowl. The guest lifts off the silver, places it at each side of the plate, then he lifts the finger bowl and doily to the left and puts them down on the table. Then the dessert is served. If it is ice cream turned out of one large mold, it is passed like the other dishes, and the guest helps himself with the implements provided—usually a large, specially shaped knife and fork. If the

dessert is something which must be served in individual portions it is arranged on glass plates, of dessert size, which are brought in, one at a time, and this glass plate is set in turn on the dessert plate.

The finger bowl may have a tiny flower or two in it, or a leaf of geranium or lemon verbena.

9. *Is it still customary for the ladies to leave the table before the men?*

The custom varies with individual houses. In some houses, the host and the men linger a little in the dining room, or go into the smoking room or library, where coffee and cigars are brought to them. To the ladies who have gone to the drawing room, meanwhile, coffee is served,

also cigarettes—if the spirit is modern. In other houses, men and women return to the drawing room together for coffee.

The coffee is always served already poured in tiny cups, on a large, handsome tray.

10. What is the correct place card?

A heavy plain white or cream-white card, about two and a half inches long and an inch and a half in height, the name written plainly with black ink. Decorated or fancy place cards are not used, except at a family dinner, where they may celebrate some special occasion.

11. What is the correct hour for dinner?

Eight o'clock in winter; half past eight in summer, unless the guests are to be taken to the theater, to the opera, or to a concert. In that case seven fifteen or seven thirty at the very latest is the correct hour.

12. Is any service necessary outside the house?

The chauffeur or houseman is always on duty outside the house for a large dinner. He unrolls the outside strip of carpet from the front door to the sidewalk just before the hour for the guests to arrive. He opens the car doors, and, if it is raining and there is no awning, he shelters guests under one of the big regulation doorman umbrellas.

13. What service is necessary before dinner?

The butler opens the door and directs the guests to the dressing room. In the women's dressing room a maid is in attendance, to take wraps and offer any assistance required. The butler gives to each man guest a small envelope, containing a card the size of a woman's visiting card, on which has been written the name of the woman whom he is to take to dinner. Sometimes a diagram of the table is shown each guest, with the names of all the guests written in.

As the guest comes from the dressing room, he or she is preceded to the drawing room by the butler, who announces the name, distinctly but not loudly.

14. How do host and hostess receive?

Usually most of the receiving is done by the hostess, who lingers near the door of the drawing room, greets each guest by shaking hands as she speaks a welcoming word. The host comes up and follows his wife in greeting the guests. Unless the dinner is very large indeed, any necessary introductions are then made, either by host or hostess. If there is a very distinguished guest, the hostess makes sure that everyone meets him—or her.

15. How is dinner announced?

If all the guests are prompt there is only a short time between arrival and the service of dinner. The butler keeps count, and, as soon as everyone is there, he ascertains from the kitchen that everything is ready, takes a last look at the dining room, lights the candles, then enters the drawing room, bows slightly to his mistress, and says, "Dinner is served." The host then starts for the dining room with the chief woman guest, and the various men seek out the women apportioned to them. The hostess and her escort end the procession. Unless they are old and infirm, women do not actually take the arms of their dinner partners, but merely walk beside them to the dining room.

16. What shall the hostess do if a guest is very late?

She will wait a reasonable length of time, say a quarter of an hour, and then have dinner served. It is not necessary to ruin a good dinner, make the cook furious, and annoy the other guests for anyone so selfish or so unfortunate as to come late to dinner. When the late guest arrives, he should be brought at once to the dining room, where he will make his apologies to the hostess, and, if he is a considerate man, he will ask to begin with whatever course is being served, instead of the first course.

17. How are guests seated at table?

Husband and wife, or near relatives, are rarely seated side by side, but are given congenial partners. Persons who are known to be good friends or have some common interest are seated near one another. The host has the most distinguished woman guest at his right; the hostess,

the most distinguished man guest. If there is no man of special distinction, the hostess with a conscience takes the worst two bores among the men and does everything she can to make them happy and spare the women who sit near them. Such unselfishness, however, is rare. All too frequently the hostess seizes the nicest man of all, and makes her women guests furious by monopolizing him.

18. *What is the hostess's duty at table?*

The hostess of a big dinner must see that service goes on properly, but must also seem to be quite unaware of it. She must keep conversation going on easily and pleasantly all about her, and signal to her husband—unobserved—if he is neglecting his duty at the other end of the table. She must appear, meanwhile, to be nothing more than a charmingly gracious woman having a very good time. If anything unforeseen happens, she must remain perfectly calm, retain her smile, give a few quiet directions, though her best china is broken or the butler obviously has been drinking.

19. *What is the correct dress for the formal dinner?*

See Chapter XIV, "Dress for All Occasions."

20. *What are the after-dinner duties of the hostess?*

If no set entertainment is provided and there is no dancing, the hostess must be a social solvent in the drawing room among the women guests, seeing that everyone is included in conversation, passing from one group to another and, if necessary, shuffling her guests adroitly to make new and more enjoyable combinations. When the men come in they usually drift to the women with whom they want to talk—or the women pounce on them—and the hostess's life becomes easier. But in her own ease and graciousness, her own interest in her guests, and her very evident enjoyment of their presence, will lie half the success of the dinner.

21. *What is the correct hour for leaving?*

Unless bridge is being played, or there is some set entertainment of music, dinner guests should leave at a quarter

to eleven or eleven o'clock, and cars will have been ordered to come back a little before that time. The guest rises, says good-by to the host and hostess, goes to the dressing room for wraps, and asks the butler to tell the man outside to have his car come up. The butler is in the hall and he goes outside, orders the car up, and when it is at the door he shows the guests out.

22. Who is the perfect dinner guest?

The perfect dinner guest is never late, is dressed correctly, knows how to enter the drawing room and greet his host and hostess, and thereafter gives a perfect impersonation of some one having a good time! He starts no painful discussions, is never too earnest, but is always responsive. Glum, argumentative people who believe that whatever is wrong are undesirable guests. It is more than disconcerting to fling your dinner partner a light word of badinage and receive a solemn dissertation and warning in reply. The light touch, without malice, the easy chatter which means nothing, but which is amusing for the moment, the gift of avoiding painful or controversial topics, and the knowledge of when to go home—these are all attributes of the perfect dinner guest. No one should go to a dinner taking a grouch or a grudge, and even if he isn't having a very good time, he should assume an appearance of enjoying himself. It is the least he can do for his hostess, and, indeed, there is little use in going out among people unless one has a genuine desire to please, to be agreeable, and to contribute something to the success of the evening.

23. What sort of entertainment usually follows large dinners?

Music, given by professional artists, with a program not too long and not too heavy; dancing, to which a number of extra guests are invited; bridge and sometimes poker and twenty-one; a little play or a very smart vaudeville entertainment with the newest and most popular stars of the theatrical firmament, and the showing of a new and important film before it has been shown publicly. With the

right crowd, excursions into the occult, telepathy and mind-reading will afford food for thought to after-dinner audiences. The successful hostess will avoid anything consciously high-brow, or anything with a serious purpose, unless the guests know about it before hand and have had a chance to avoid it. Many a helpless dinner guest has listened to a stout lady in Greek draperies reading rhymeless verse, or a stern man with whiskers explaining the international situation, and cursed the day that he received the invitation, which he would have declined instantly had he known what was to follow it.

Informal Dinners

The small informal dinner may be given at home, at a club, or at a public restaurant. It may be the most delightful of entertainments, or hideously boresome. It all depends on the hostess.

Every woman of moderate means who likes to entertain would do well to study the possibilities of the informal dinner as a way of making herself a really popular hostess. The informal dinner has a sparkle and a spontaneity impossible at the large formal affair, and it gives the hostess a fine chance to bring together the most interesting people in the most interesting way.

24. How are invitations given to an informal dinner?

Either by a short note or over the telephone. If a note is written, it should be something like this:

Dear Mrs. Blank:

We're having a little dinner on Tuesday, at half past seven, and then we're going to the first showing of the new Fairbanks film. Do come—we're counting on you.

Cordially yours,

Mary Jones Green

or

Dear Jane:

Won't you and Billy dine with us next Tuesday, the twentieth, at eight o'clock? It will be very informal, just eight people, and two tables of bridge afterward. You know everyone who's coming—the Thompsons, Rod Goodrich, Mary Firth, and Tom and Linda Ellison. I do hope you can come.

Affectionately,
Mary Jones Green

For a smaller number of guests, and if there is to be no set entertainment afterward, a telephone invitation will serve.

25. How is the table arranged for an informal dinner?

Exactly as for a formal one, save that the centerpiece is not so large and magnificent—a simple bowl of flowers or fruit being quite sufficient. The individual places are laid in the same way, with the same linen and silver, but the china may be less formal. If the hostess has enough of some sort of jolly pottery ware for a single course the informal dinner is just the place to use it, though naturally it would be much out of place at a formal dinner.

26. What is the menu for an informal dinner?

This is the chance to offer culinary surprises and novelties, to try strange new sauces and foreign desserts. Many an informal dinner has had its inception in the fact that the hostess has received a gift of salmon or trout, a Virginia ham, a brace of ducks or partridge, or a haunch of venison from a sportsman.

But remember that the informal dinner must be utterly perfect in its cooking, and if something new and odd is to be tried, be sure that it is not so new and odd that no one will eat it.

Here are some menus that may serve as suggestions:

(a) Hors-d'œuvre variés; chicken en casserole; endive salad with chives; hot biscuit; asparagus; strawberry short-cake; coffee.

(b) Old-fashioned vegetable soup; planked steak, with

all the vegetables; hot rolls; hearts of lettuce salad with cheese and crackers; fresh pineapple compote with marshmallows; coffee.

(c) Caviar canapé; deviled crabs; fried chicken with corn fritters and green peas; tomato and water-cress salad; fresh peach or fresh apricot ice cream; cake; coffee.

Any of the menus given for a formal dinner will also serve, if slightly abbreviated.

If the hostess has some specialty, such as spaghetti Milan-aise, stuffed sweet potatoes, or sweet potatoes Georgian, the wonderful salad-dessert combination known as pear coronation, baked bananas, French pancakes with honey and raspberry jelly—anything a little out of the ordinary run of flavors or combinations of flavor—the informal dinner is the place to produce it.

27. How are guests received at an informal dinner?

Very much the same as at a formal dinner—except that there is no strip of carpet, frequently no man stationed outside the door, and the butler does not announce the guests. The hostess and host are, of course, in drawing room or living room and go forward as the guests come in, greeting them cordially, and introducing them to any others whom they may not have met. The keynote of the informal dinner is simplicity and friendly welcome. In houses where there is no butler, and perhaps only one maid, the host himself opens the door, helps the women guests with their wraps, tells the men guests where to put their hats and overcoats.

28. How are guests seated at table?

There is no table diagram, no set arrangement of partners, very frequently no place cards, though these are a help when the party numbers as many as eight. After the maid has announced dinner, which she does by stepping inside the living room door and saying, "Dinner is served," the hostess leads the way to the dining room, followed by the women guests, the men coming last. The hostess stops at her own place, at the foot of the table, and the host goes to his, at the head. Then the hostess, addressing the women, says, easily: "Won't you sit there by John, Mrs.

Blank? And you, Lilian, over there, and you, Mary, on the other side. Mr. Blank is beside me, and Tom is at the left," indicating each place as she speaks, and sitting down as soon as she has finished, thus giving the signal to the others to be seated also. The men assist the women to sit before seating themselves. Of course the hostess will have worked this seating scheme out beforehand and knows just how she wants it, to avoid delay or embarrassment.

29. How is a dinner made interesting and lively?

To keep the talk going, to see that everyone has his or her share in the conversation, and finds it interesting and amusing, is the first duty of the hostess, but her success depends, unfortunately, on the responsiveness of her guests. She should know which of her guests can tell a good story and get him to tell it. She should know who has been at some specially interesting place, or doing some specially interesting thing, and have him contribute his experience. She must turn aside any discussion that grows bitter, and check any long-winded bore. And, like all hostesses, at all parties, she must seem to be enjoying herself, even if inwardly she is harassed and worried beyond words. Nothing starts a dinner so well as an apparently care-free, smiling hostess, whose outward expression is one of interest and pleasure in her guests and the occasion.

30. What is the best entertainment after an informal dinner?

Bridge or some other favored card game always has first choice. If it is a dancing group, roll up the rugs and turn on the radio or the phonograph. If some of the guests are skilled musicians and will play or sing, invite them to do so, provided the other guests like and understand music. Taking everyone to the movies or for a moonlight motor ride will round out a delightful evening. A good mind-reader or palmist will also amuse after-dinner guests.

31. Is any refreshment necessary in the evening after an informal dinner?

Always after dinner, when the servant takes away the coffee tray, he brings in a large tray with as many glasses

as there are guests and a large pitcher of iced water. This is put on a side table and the guests help themselves. An iced drink may be served after cards or dancing.

32. In what special details does the informal dinner differ from the formal?

The women do not leave the table before the men at an informal dinner, but all go together. The hostess frequently pours the coffee herself in the drawing room or living room, and the men pass it. There need be no special attendance in the dressing room or whatever room is used for wraps.

33. How do guests dress for an informal dinner at home?

The men wear dinner coats, the women simple dinner gowns, without trains, and very little jewelry. If the guests are all intimate friends, the hostess may wear a so-called teagown, though that garment so closely resembles a simple dinner gown that no one can tell the difference. In any case, the informal dinner is not supposed to be a display of fine clothes.

34. What is the correct hour for leaving?

About eleven o'clock, or, if there is bridge, when the game is finished. Each guest shakes hands with the hostess and usually also with the host, and says, "It's been a lovely party," or, "I've had such a good time," or something equally appreciative.

Informal Dinners at Club

Most mixed club entertaining is done either in women's clubs or at a country club, men having very wisely kept their clubs exclusively for their own enjoyment, and that of men guests. In all clubs where general entertaining can be done certain fixed rules govern such affairs, and the first duty of the host or hostess is to learn them. Entertaining at clubs is due largely to lack of space or servants in the home. It is also convenient when the guests are entertained for business reasons, and there is no desire to make social connections with them. The last is true, however, more of entertaining at men's clubs than at women's.

35. *Should the dinner be given in a private room or in the main dining room?*

Most clubs have a rule that dinners to any group of more than four or six guests must be given in a private room. Small dinners are given in the main dining room. Small dinners may also be given in a private room, when they are to be followed by discussion of matters of special interest to the guests—for example, if the guests are all members of a certain committee and wish to talk of their work.

36. *When and how are the dinner decorations ordered, and from whom?*

The club steward has all private entertainments in charge and should be seen as long beforehand as possible, especially if the party is to be in a private room. If the party is for four only, the day before, or even the morning of the same day, will be time enough to reserve a table. The steward will provide a special menu and decorations if desired, but the hostess must bring her own place cards. If she wishes, she may also bring her own floral decorations.

37. *How are the invitations given?*

By informal note, or over the telephone, exactly as for an informal dinner at home.

38. *How are the guests received?*

The host and hostess should be at the club ten to fifteen minutes before the dinner hour, and instruct the man or maid at the door to send everyone inquiring for them to some specified reception room. If the hostess has brought place cards and favors, or special decorations, she will give these to the steward or arrange them on the table. When the guests arrive, the servant at the door should indicate the location of the dressing rooms. The host and hostess receive them in the small reception room, and when everyone has arrived they go in to dinner.

39. *What is worn at club dinners?*

In the city, in winter, both men and women dress for dinner at the club exactly as they would at an informal

dinner at home; that is, the men wear dinner coats and the women light dinner dresses, without hats and gloves. If the dinner is a business affair, the ordinary business clothing will be worn, the men sack suits, the women in street dresses and hats. At the country-club dinner, in summer, the men most often wear white flannel trousers, blue serge coats, soft shirts, foulard ties; and the women, summer dresses of lace, organdie, chiffon, and other thin materials, with big picturesque hats. If it is an evening when dancing is going on at the club, the men will wear Tuxedo suits, and the women summer evening gowns, light slippers, no hats.

40. *What time do guests leave a club dinner?*

As most club dinners precede some entertainment at the club, the guests will hardly leave before the end of the entertainment, unless it is unduly long or they are slaves to a suburban time-table. If the dinner does not precede any entertainment, coffee will be served in the club lounge or on the veranda, and the guests will sit and chat until going home seems to be "in the air," usually about eleven or a little earlier.

Restaurant Dinners

Restaurant dining is coming more and more into vogue, as houses and apartments contract in size and servants become less competent. For the bachelor it is an ideal way to entertain.

41. *Should a restaurant dinner be given in the private or the main dining room?*

If the object of the party is to dine and dance, it will of course be given in the main dining room. If the dinner is given before a wedding, or for an association, or as a committee meeting, a private room should be engaged.

42. *With whom are preliminary arrangements made?*

Either with the steward, the *maître d'hôtel*, or the head waiter. In most large restaurants, and in hotels with restaurants, the steward or the *maître d'hôtel*—who is pretty much the same person under a different name—has a private

office, and persons who ask at the desk about engaging a room for dinner are sent to his office. The room can be engaged, the decorations and the menu planned, and the price agreed upon with this official. Sometimes a preliminary deposit must be paid—always if the patron is unknown to the management.

If the party is a small one and will be served in the main dining room, the head waiter of that room should be consulted. Choose the location of your table, stipulate for special flowers if you want them, and plan the menu. Do not forget to fee the head waiter well at the time this arrangement is made, otherwise there might be some very unfortunate lapse in his memory or in the service given.

Persons who are known to any restaurant or hotel management can make all of these reservations and arrangements by telephone.

43. Where do the host and hostess receive their guests?

If it is a large dinner, served in a private room, a reception room next to the dining room should be engaged. Otherwise the guests are sent directly to the room where the dinner is to be given, and they will leave their wraps in the public coat rooms. The host and hostess should arrive ten to fifteen minutes before the dinner hour to see the table and to put on their place cards. After the guests begin to arrive, the dinner proceeds like any other formal or informal affair.

If the dinner is a very small one, the host and hostess wait for their guests in one of the public reception rooms of the hotel or restaurant, having told the guests beforehand where to meet them. When all the guests have arrived, the party proceeds to the dining room and the host asks the head waiter for his reserved table.

44. What is worn at restaurant dinners?

If it is a smart restaurant, evening dress is obligatory in the main dining room.

At a large gay party in a private room evening dress will be worn by both men and women.

When dining in the grill, street dress, with hat, may be worn by women; and business suit by men.

At a "serious-minded" dinner, or committee meeting, business dress for men and afternoon dresses with hats for women are correct.

In restaurants where evening dress is not absolutely necessary women often wear afternoon dresses, or informal dinner gowns, with rather dressy hats, and their escorts wear Tuxedo suits.

The Intimate Dinner

This is the very small, the "do-drop-in," dinner, with only the dearest and most intimate friends present. Four is its best number, and six its limit. It is for the bachelor who has an apartment with a kitchenette and a flair for cookery; or the bachelor maid who is her own cook. It is for the host and hostess who are young and poor, and yet socially minded. It is achieved without a maid, or with one only, and it can be perfectly delightful.

45. How are invitations given for the intimate dinner?

Verbally or by telephone. "Run over this evening and try my Spanish casserole," or, "We're alone and having chicken pie—don't you want some?" In fact, the invitations to intimate dinners are like the informal dinner invitations, only more so. Be very sure that you invite no one who doesn't really enjoy this kind of thing.

46. How is the table arranged for the intimate dinner?

The nicest arrangement is a very small table, either before an open grate, in winter, or before an open window with a pleasant outlook, in summer. On the table there may be a crash or linen scarf, a couple of candlesticks—there isn't room for four—a tiny gay pot of flowers, and such knives and forks and spoons as are necessary for the first course. Anyone who remembers the dinner of Colonel Carter of Cartersville on the occasion of the canvas-back ducks has a true picture of the perfect intimate dinner arrangement.

47. How are the guests received?

It seems almost foolish to describe it, for guests at an intimate dinner frequently receive themselves, the host or hostess being busy with the cookery. Also, immediately on arrival, the guests may be provided with aprons and

given chores to do, mixing the salad dressing, whipping cream for dessert, slicing bread, and so on. The hostess herself wears an apron, the host a negligée shirt, with sleeves rolled up, or perhaps a smock.

48. How is dinner served?

By the hostess, or by some willing "Martha-by-the-day" captured for the occasion. Even though the plates do not match, or the silver is plated, and the guests may be crowded, if the food is good and the spirit of the affair jolly, the dinner will be successful.

49. What is the best menu?

The first course should be hors-d'œuvre, which can be eaten from the fingers before the guests come to table—for example, celery stuffed with Rouquefort cheese, ripe olives, little caviar or anchovy sandwiches. These will be passed by the host or by one of the men guests.

Next a casserole of beef cooked with vegetables, or a chicken pie, or a big, juicy steak, or skewered chops, with a green vegetable and reheated rolls, and some sort of pickles or spicy jelly.

Then comes the salad, a green one, mixed in a big bowl with a touch of garlic, with cheese crackers toasted. And after that dessert—a lemon or mince pie—something homey and toothsome, though probably bought at the Woman's Exchange. Last, black coffee, after which the men clear the table and restore it to its everyday function of holding books and a lamp, and everyone gathers round the fire to smoke and talk.

50. What is worn at the intimate dinner?

The men wear business suits in winter, and flannels or lounge suits in summer. The women wear daytime frocks or the simplest of restaurant dresses. Both men and women often don aprons and help their hostess.

The inexperienced young hostess is apt to dread the gathering of the clans, yet, with tact and kindly feeling, a family dinner can be made a really delightful occasion. Oddly enough, relatives often criticize the family hostess

and her household activities when they would not comment unfavorably on the dinner given by a friend or acquaintance, so due allowance must be made for the privileges of relationship. If between certain members of the family there is a real feud, or definite ill feeling, it is better to give two dinners, one to each group, rather than one large dinner where guests may not be friendly and congenial. However, for the most part, American families will forget small differences of opinion when they meet at a dinner table, so a family dinner, well managed and seated, becomes a happy rally and cements the ties of blood and marriage.

51. How are the invitations given?

Either by telephone or written note. An elderly, crotchety uncle or aunt who likes to be treated with dignity should have a note by all means.

Dear Uncle James:

Tom and I are giving a dinner on Tuesday, the seventh, at eight o'clock, for little Cousin Mary and her fiancé, Edgar Blank. It's to be a real gathering of the clans on both sides, and we simply must have you. I'll see that you have something to eat that won't aggravate your dyspepsia, and a comfortable game of bridge afterward in the library while the young folks amuse themselves in the living room. Do come. I know you don't go out very often, but it would not be a real family occasion without you.

Your affectionate niece,

Charlotte Jenkins

52. How is the table arranged?

Exactly as for any formal dinner in decorations, linen, and silver, but the family dinner gives a chance to add personal favors, amusing place cards, little surprises in the way of bonbon boxes and other trifles which would be entirely out of place at a formal dinner.

53. How are the guests seated?

Of first importance at the usual family dinner is seating people congenially. If Grandpa Smith feels very strongly

on the subject of modern youth, he should not be seated beside a flapper granddaughter, but next to his favorite daughter. If Uncle John enjoys mixing with the younger crowd, seat him next to his favorite niece with bobbed hair and a fondness for tennis and other sports.

Study your guest list from the point of congeniality, first, last, and always, and take unto yourself for dinner companions the most tiresome of your relatives.

If the dinner is given in honor of any one person, possibly on his return from a world tour, he must sit on the right of the hostess. A woman, similarly honored, sits on the right of the host. If the dinner is given for an engaged or newly married couple, seat them together, with the father-in-law of the bride beside her and the mother-in-law of the groom next to him. Near them, the most amiable and agreeable of your guests.

If the dinner is given by a bride, possibly her first family dinner, she will have her father-in-law on her right, and her mother will sit on her husband's right.

54. Is any after-entertainment necessary at a family dinner?

A wise hostess arranges some form of entertainment in which all can take part. Inveterate card-players turn to their favorite game. Young people like to dance. At one big family dinner, whose guests had not seen one another for months, the hostess had a round-table afterward, and called on each one to tell the most important happening in his life during the past year. Engagements, marriages, new babies, purchase of homes, change of business were reported most interestingly. At this same dinner copies of the family tree, brought up to date, were distributed and greatly appreciated. Letters from absent kinfolk were read and the ties of blood were considerably strengthened by the party.

The tactful hostess at a family dinner will try, as far as possible, to keep the conversation pleasant, and change the subject when remarks become too personal, as they are apt to do among relatives. If members of two families united by marriage are present, rival claims to distinction should not be discussed, or even hinted at. It is unfortunate, but true, that very well-bred people frequently leave their manners at home and unloose their tongues when attending

a family dinner, when they should really put a strict bridle on their speech.

The Stag Dinner

The stag dinner is given by a man to men only, and usually is an entertainment for some out-of-town guest. A prospective groom gives a dinner to his ushers and intimate men friends an evening or so before his wedding day.

55. Where is a stag dinner usually given?

In a private room of a hotel or restaurant, or at a club. It may be given at a man's home, but in this case none of his women folk are present and should not be seen at any time during the affair. It is bad form for a man's wife to help him welcome his guests at a stag dinner, even though she disappears immediately afterward. The same is true of his mother or sisters or daughters.

56. How are the invitations worded??

As most invitations to stag dinners are given verbally over the telephone, or in person, they are necessarily informal and consist merely of a statement of the date, the hour and the place of the dinner, and the hope of the host that the man he is inviting will come.

If the occasion is a formal one, in honor of some distinguished guest, the invitations are engraved and are worded in the third person, as follows:

Mr. James Henry Blank

requests the pleasure of

company at a dinner in honor of

Lord Balfour

on Wednesday, the ninth of December

at eight o'clock

at the Union League Club

For less formal affairs the host will send a wire or write a note:

Dear Gaige:

I'm having a little dinner for Sir Roderick Ross at the club next Wednesday at eight. He's the head of a big Glasgow bank—and a good sport, too. You'll like him and he'll like you. I'm expecting you.

Denny

57. How are the invitations answered?

The formal response is written by hand, in exactly the same form, replying in the third person. The informal invitation elicits the same form of reply—by note or telephone. Many busy men simply wire, "Regret exceedingly cannot be at dinner for Ross, but am leaving for Seattle to-morrow to be gone three weeks. Gaige."

Or, if they accept: "Thanks for invitation to Ross dinner. Will come, of course, and mighty glad to meet him. Gaige."

58. How are arrangements made?

If given at a club, with the steward; if at a restaurant or hotel, with the head waiter or *maitre d'hôtel* or steward. If at home, the mistress of the household will assume the responsibility for the dinner, though she does not appear.

59. What are appropriate decorations?

A silver tray or bowl, or basket of fruit, in rich dark colors, or a bowl of richly colored flowers for center of table, with linen and silver, as for any dinner—formal or informal. If the dinner is for golfers, an amusing and appropriate centerpiece can be contrived of a putting green with Colonel Bogey all ready to putt. A silver trophy cup filled with flowers makes a good centerpiece for any sports dinner; little yachts sailing on a mirror for a yachting dinner. It is better, however, to stick to simple arrangements of fruit and flowers unless the more unusual centerpiece can be perfectly done. Practical jokes are not often relished, and when the ushers of a bridegroom-to-be bring a large funeral wreath tied with crape to decorate his

bachelor dinner, they are fairly certain of making a mortal enemy of his wife, if she hears of it—and she undoubtedly will.

60. *How are the guests received and seated?*

If the dinner is for a distinguished guest, the host should call for him and personally escort him to the place where the dinner is to be given. If for any reason the host cannot call for the distinguished guest, he sends a car for him, and is at the club or restaurant to meet him. The host shakes hands with all the guests and makes sure that they all meet the guest of honor. As he introduces them he mentions their business or their profession, so that the guest will know a little something about them.

If there is no guest of honor, the host arrives first at the place where the dinner is given, shakes hands, and greets his guests and assigns them their places at table. If the dinner is a large one, he should have place cards. At a bachelor's farewell dinner, the gifts from the groom to the ushers are frequently given at this time.

61. *What is the best menu for a stag dinner?*

Hors-d'œuvre, followed by green-turtle soup, petite marmite, Philadelphia pepper pot or cream of mushroom soup. After this might come planked steak, or game of some sort, with vegetables; hearts of lettuce with Russian or Roquefort dressing; ice cream, cakes, black coffee, cigars. If the salad does not have a cheese dressing, crackers and cheese are frequently served in place of ice cream.

62. *Is entertainment provided for a stag dinner?*

Men at a stag dinner party usually provide their own amusement, but bridge, poker, red dog, or twenty-one may be played afterward. If there are musicians in the party—and sometimes if there are not—singing may be enjoyed. If a distinguished guest is present and the guests represent some special field of business, politics, science, or art, the guest of honor may be asked to speak to them on a phase of their common interests.

63. How are public dinners arranged?

Public dinners and banquets are usually arranged by a group of people interested in some special cause, or by a committee of an organization, or by a club. They may be given to honor some distinguished person, or to interest a large number of people in a public movement or a charity, or they may merely be the annual banquet of an alumni association, or some club which thus chooses to bring all its members together once a year and cement more closely their common interests.

If there seems to be any good reason for arranging a public dinner—and be sure that there is a good reason—the work of getting it up should be divided among certain persons or committees, and each should be absolutely responsible for the duties assigned him or it. There should be a committee on invitations, a committee on arrangements, a committee on publicity, a reception committee. More may be appointed, but these are the essentials.

64. What is the work of the committee on invitations?

They make out the list of people to be invited, have the invitations engraved, send them out, and check up the returns, reporting the result to the committee on arrangements.

65. What is the work of the committee on arrangements?

This committee engages the banquet room, sees to its decorations, selects the menu, engages the music, and supervises the dinner, even to service in the cloak rooms, and all the minor details that contribute to the smooth running of the affair.

66. What is the work of the committee on publicity?

They send out stories of the dinner to all the newspapers at the time the invitations go out, and continue to keep the newspapers informed of how plans for the affair are progressing, what distinguished guests are coming, and what entertainment is to be given—all this to stimulate interest and increase the number of acceptances.

67. *What is the work of the reception committee?*

This varies with the dinner. If there is to be a formal reception before the dinner this committee arranges the receiving line and marshals the guests toward it. In any case, its members are responsible for the comfort of the guest or guests of honor, will send a car for them, will escort them to their places at table, and will take them home afterward. If the guests of honor come from a distance, this committee engages hotel accommodations for them beforehand, and pays the bills afterward, escorts them to and from the dinner itself, protecting them from friction and over-exertion. A wise reception committee will take distinguished out-of-town guests to a hotel rather than have them entertained in any private home. There is never the same freedom or comfort for a stranger in a private home, no matter how kindly intentioned the host and hostess may be, as there is in a hotel.

68. *How is the speakers' table arranged?*

Usually the speakers' table is on a dais or low narrow stage at one side of the banquet room, so that all of the guests can easily see the speaker and his voice will carry well to the assembly. In the central seat of the speakers' table is the toastmaster, or whoever introduces the speaker, and at his right the most distinguished guest, or the principal speaker of the evening. The other persons who should be seated at this table are the other speakers, the chief officers of the organization which is managing the dinner, and, if there is room, the heads of committees. There should always be place cards at the speakers' table so that there will be no doubt as to the seating arrangement. At other tables large numbers, placed in high holders, will show guests their places by corresponding numbers on their tickets.

69. *What are the duties of the presiding officer or the toastmaster?*

He must know something about the speakers and their topics. As soon as the after-dinner coffee is served and the waiters have ceased to clatter, he rises, raps for order, makes a short—always short—introduction, which should

describe in a few words the purpose of the dinner, and which should not be garnished with alleged funny stories. He then introduces the first speaker of the evening.

When this speaker has concluded, the toastmaster rises and thanks him in the name of the guests, and introduces the next speaker, and so on until the list of speakers is done, when, with a few concluding words, he brings the program to an end. The chief speaker may open or close the program, as he prefers.

It is essential that the toastmaster should have a magnetic and gracious presence, a good voice and a quick mind. Those who have suffered from long-winded orators who are infatuated with the sound of their voices, and drone on and on and on, until everyone is restless and peevish and the chief speaker has nearly forgotten what he had to say, will echo the desire for a toastmaster who speaks briefly and to the point. The day of "that reminds me of the funny story about the Irishman" is over and gone, and long introductions are absolutely taboo. Impress this on your toastmaster if there is any danger of his forgetting it.

70. What rules govern speakers?

Each organization, each committee of arrangements, may make its own rules—but be sure to inform the speakers of them in advance. Short speeches, if there are to be many speakers, are the rule, and at many dinners there is a timekeeper and a little bell to ring a chime after five minutes. "Make it snappy" is the best suggestion. With but one speaker it is impossible to limit the time of his speech, or to suggest that he end it at any particular hour. Most persons who are used to speaking in public, however, recognize the psychological moment when the audience begins to think about home, and, noticing restlessness and inattention, will close quickly. A single speaker may have from thirty minutes to an hour and a quarter at a public dinner, but a speaker must be remarkably good to hold attention longer than an hour. If there are two speakers, half an hour for each is plenty; with three speakers, twenty minutes each. If the toastmaster calls for impromptu speeches from various guests, the responses should not be over three

minutes each, unless some very vital question is under discussion.

71. *What is the best menu for a public dinner?*

This will be governed by the capabilities of the hotel or restaurant where the dinner is to be given, and also by the price paid for it. Confer with the steward or the *maitre d'hôtel* and act on his advice. The tendency in public dinners is toward simplicity. Fruit cocktail, soup, a meat course with one or two vegetables, a salad, ice cream, cake and black coffee, form the usual menu. Occasionally cheese and crackers are added.

Chapter XIII

DÉBUTANTES AND SUB-DEBS

The Débutante

IN these strenuous 'twenties the débutante is not the romantic, picturesque figure that her mother and her grandmother were at the same age. Even ten years ago Miss Débutante might have been compared to a butterfly bursting from a chrysalis, a demure young thing slipping from a cloister into the gay social world. But the World War brought the sub-deb, who swings a wicked racket at the country club, who gives her father's friends a lift in the low rakish car she drives so skillfully, who flies from London to Paris at the age when her mother was riding stiffly on a side-saddle attended by a groom, and who bears no resemblance to a chrysalis!

If a débutante were to let you peep into her real thoughts, you would probably learn that she considers her formal presentation to society rather mid-Victorian and unnecessary. She knows most of the old dears already, and of life she knows considerably more, but if it makes the mater happy to introduce her, well, here goes. It's soon over!

And so the bright-eyed, restless, eager young things curb their spirits for one afternoon or evening, and standing demurely, if not wistfully, at the maternal elbow, make their formal curtsy to an interested social circle. The event is not necessarily as formal as it was in grandmamma's day. A dance at the country club is quite as good form to-day as a stately reception beneath the glittering chandeliers of a gorgeous ballroom. In fact, many girls among the ultra-smart make their début during the summer season at Newport, or on Long Island, while the suburban girl is presented at a garden party or a country-club dance.

1. *How is a débutante presented to society?*

By her parents, or, if she is an orphan, by her nearest relatives. When her parents have met with financial reverses, an aunt sometimes turns fairy godmother to a girl who possesses social possibilities, and introduces her with her own daughter. This gives Miss Cinderella her social opportunity without humiliating her parents.

The most elaborate party in honor of a girl's début is a ball, but this can be given only when the parents have great wealth and a large social acquaintance. Quite the most popular setting for the débutante to-day is an afternoon tea with dancing, to which friends of the parents and the girl are invited.

Next comes the small dance, to which only the younger set is invited, with a very few of the mother's intimate friends. Young people like this immensely and the parents may give also a small evening reception at which they present their daughter to their older friends. A small tea, without music, is a less expensive party for the débutante, but it is also less popular.

When the girl has already met a number of her mother's friends, and the moment is not propitious for giving a party, the mother may mail to friends on her calling list a visiting card, with the daughter's name engraved below her own. This announces to her friends that her daughter is now permitted to accept invitations. However, it seems only fair that a girl's début should be signalized by some form of gayety.

2. *Can a débutante be introduced to society at a dinner?*

Certainly, but this usually takes the form of a dinner dance. Her young friends, girls and men, are invited to the dinner, while invitations for the dance are sent to her mother's entire visiting list.

3. *What is the correct phrasing for invitations to a dance or tea introducing a débutante?*

The proper form is:

Mr. and Mrs. Charles Henderson

request the pleasure of

company at a dance in honor of their daughter

Miss Elizabeth Henderson

on Tuesday evening the third of December

at ten o'clock

One East Ninety-first Street

R. s. v. p.

Or, the daughter's name may appear under the name of her parents, thus:

Mr. and Mrs. Charles Henderson

Miss Elizabeth Henderson

request the pleasure of

company on Tuesday evening the third of December

at ten o'clock

One East Ninety-first Street

Dancing
R. s. v. p.

If the parents give the dance at a club or hotel ball-room instead of at their home, the invitations must read thus:

Mr. and Mrs. Charles Henderson

request the pleasure of

company at a dance in honor of their daughter

Miss Elizabeth Henderson

on Tuesday evening the third of December

Kindly send response to
Twenty-four Hundred Lakeside Drive

Invitations for a dance in honor of a débutante who is not a daughter, but a niece, or the daughter of an old friend, should read:

Mr. and Mr. Charles Henderson

request the pleasure of

company at a dance in honor of

Miss Ruth Gage

on Tuesday evening the third of December

at ten o'clock

One East Ninety-first Street

Invitations to a tea in honor of a *débutante* read thus :

Mrs. Charles Henderson

Miss Elizabeth Henderson

will be at home

on Tuesday the third of December

from four until six o'clock

One East Ninety-first Street

Dancing

R. s. v. p.

4. *Are theater parties ever given to introduce a *débutante*?*

Rarely. They are too small and they give too slight an opportunity for meeting the *débutante*. The theater party is usually given in her honor later by one of her mother's old friends.

5. *In what way does a ball or tea given to introduce a *débutante* differ from a party of the same sort given by her mother at other times?*

In decorations, music, and refreshments, the preparations are exactly the same. See chapters on Dances and Teas. The only difference lies in the fact that the daughter receives with her mother. The latter stands just inside of the entrance to the room where the guests are received, with her daughter at her side, a step farther in the room.

In making the introduction, she refers to the *débutante* as "my daughter," except in presenting her to an old friend, when she uses the girl's first name.

6. *Are young friends of the *débutante* invited to receive with her?*

Yes, but they do not stand in line with the *débutante* and her mother. In fact, their duties are nominal. Like gay

young maids in waiting, they flutter round the débutante, highly decorative and radiating the spirit of youth so appropriate to the occasion. They are the first to arrive and the last to leave, and at teas they are noticeable because they wear evening frocks without hats, while all other guests wear afternoon gowns and hats. The débutante's mother often invites them and an equal number of young men to remain after the tea for a dinner, and this may be followed by a theater party, rounding out a wonderful day. If a sit-down supper is served at the evening reception or dance, these girls, with their supper partners, share a special table with the débutante. They may be four, six, or even eight in number.

7. *How does the hostess make out the invitation list for her daughter's coming-out party?*

If the party is for young people only, invitations are sent to the friends her daughter has already made, and to the younger sons and daughters of families on her own visiting list. If it is a large party for both young and old, she includes every one on her visiting list, the parents of her daughter's friends, and young married people, girls who have been introduced in previous seasons, and bachelors of all ages.

8. *What does a débutante wear at her coming-out party?*

Whether she makes her social bow at a tea or a ball, she wears an evening dress, but it is never made in extreme fashion. The material used is always delicate and filmy—lace, chiffon, or georgette in winter; organdie in summer. She wears no jewelry except a simple pendant or chain, and she carries a bouquet, not too large or heavy.

9. *What does the débutante's mother wear?*

At a tea, an especially elegant afternoon dress. At an evening dance, an evening gown. See Chapter XIV, "Dress for All Occasions."

10. *How long does the débutante receive with her mother?*

Until time has been allowed for the last guest to arrive, when she is free to join the dancers. Guests who are so inconsiderate as to arrive very late to a débutante's coming-



Every Débutante Has Her Day—On Which She Is Presented to Her Little Social World

out party deserve to find her whirling in the dance and oblivious to their presence.

11. With whom does the débutante dance first and with whom does she go to supper?

This matter is usually settled well in advance to relieve her of embarrassment on the great day. The first dance may go to her brother, to the brother of her most intimate friend, or to some young man on whom she looks with special favor. The last named is usually given the honor of taking her to supper.

12. What are the duties of other members of the débutante's family at her coming-out party?

They will do all in their power to make the occasion agreeable. The father may receive with his wife and daugh-

ter, or at least hover near them at an evening party. At a tea he mingles with the guests, sees that dowagers are entertained and are taken out to supper. Her brothers introduce dancing partners to her young friends and rescue wall-flowers. Her sisters, married or single, pay special attention to the women who can contribute to the débutante's success during her first season.

13. Are flowers or gifts sent to a débutante at her first party?

Relatives, family friends, and her young men friends send flowers, which are usually massed as a background for mother and daughter as they receive. Gifts are not sent, but her father or brother sometimes gives her the chain or pendant she wears when she is presented to society.

14. What special attentions are shown the débutante at her own party and during her first season?

Each man at her ball or tea will seek at least one dance with her, or will "cut in" after her program is full. Her girl friends who have been asked to receive with her will return the compliment, requesting her to perform the same office when they are introduced to society. As a rule, each of her mother's closest friends will also entertain in her honor, giving a small dance, a dinner, a theater party, or a tea.

15. What obligations does the débutante assume toward her mother's friends?

Her name having been placed on their visiting list, she will now call on them with her mother. She will also call on their out-of-town guests and, if possible, entertain in the latter's honor.

16. What qualities should a débutante cultivate in order to have a successful first season in society?

If a débutante or sub-deb would answer this question from her heart, she would say, "Let me be the town's best dancer, and I care not who is the season's raving beauty." Unquestionably the girl who is not a graceful dancer and a desirable dancing partner will feel that she is not a suc-

cess, no matter how beautiful she may be, how witty, nor how gay, for dancing is to-day's favorite sport, both indoors and out.

This does not mean that a girl should compete with professional dancers and be able to create a mild sensation at charity events, but she should be a good dancing partner, graceful and light on her feet, with a quick ear for rhythm and that keen enjoyment in dancing which makes her sought as a partner. Even a girl who is plain of face and a bit slow of wit will have partners galore if she possesses the trick of losing herself in dance music.

Next to this talent in importance is to be a good sport and to play the social game fairly. She enters into the spirit of all that is being done for her with appreciation and enjoyment, not as if it were due her position as *débutante*. She should throw herself whole-heartedly into the sports of the hour, play tennis and hockey, ride well, and, in this connection, she should cultivate courage and good sportsmanship. The modern young man has small use for the clinging vine who is easily frightened.

A successful *débutante* keeps posted on the sports in which young men are interested, and, if she is a good listener, she will be popular with young men and old. The girl who talks well, who is extremely clever and well posted on current affairs, is not always so great a social success as she who cultivates the art of listening.

For all that we talk so much about the hardness and cynicism and sophistication of modern youth, the *débutante* who possesses delicacy and reserve is far more charming than the girl who flaunts her knowledge of life, who bores her friends with her pet theories, who stands with arms akimbo or slouches down on her spine in a big chair and who drops an occasional bit of profanity. Such a girl may create a mild or temporary sensation. She may attract men who like to be amused and hope to be shocked, but substantial social success is founded on bigger and better things. In her social career she needs the co-operation—I almost said the affection—of her mother's old friends, those hostesses who make out invitation lists for the season's worth-while events. If she does not appeal to them, if she is not deemed worthy of their favor, she will soon

find that she is invited to the big, general parties, but dropped from the small exclusive affairs which stamp a girl as being in the inner social circle.

A girl's formal introduction to society is not exactly liberation from all the restraints of her school years, so she who wishes to be admired will not "make up" in public, on the street, on a dance floor, in a theater or restaurant. She performs these rites in the privacy of her own home or dressing room. She will never lay a coaxing hand on the arm of a man, whether he be a young admirer or one of her father's old friends. She will not indulge in the type of witticism that cuts and hurts some one else. She will not make herself conspicuous by talking in a loud voice, by dancing eccentrically, by assuming outlandish poses. She will not embarrass her hostess by attracting the attention of strangers, nor will she be rude or indifferent to other guests who do not interest her particularly. It is not necessary for her to be obsequious to the older women who entertain her, but she can show proper deference to them and be courteous to their guests. She need not be a clever talker, but she can learn to listen and reply intelligently. Nothing is more fatal than the habit of saying, "Do tell," or "Think of that!" or giggling fatuously when a girl can think of nothing clever to say. Beauty is a birthright; a wise mother will dress a débutante daughter in a way that will bring out her good points and minimize her defects, but the girl herself must develop the charm which will make her first season a real success.

17. How does a college girl make her début?

The favorite expression of a college girl is that she slips into society. When she is home for her vacations, summer and midwinter, during her last two years at college, her mother gives various parties in her honor, inviting her friends who have not gone to college and who have been formally introduced to society during her absence.

18. Is a young man ever introduced formally to society?

The young man, like his college sister, drifts into the social game. From the time he goes to college, he attends parties given in honor of débutantes during the Christmas

holidays or summer vacations. When he graduates his social position is fixed. The only type of entertainment given in honor of a young man is a dinner to celebrate his coming of age, and to this only relatives and close friends are invited.

The Sub-Deb

19. What is meant by the word "sub-deb"?

A young girl in her last year or two at school and before she is formally introduced to society. She is a new figure in social life and her presence is due largely to the growing tendency of wealthy American families to live most of the year in the country. It was one thing to keep a schoolgirl in the background when her family occupied a stately, if not gloomy, town house, but country life with its sporting events, races, horse, dog, and cat shows presents entirely a different problem. The young girl who spends summer vacations and winter week ends with her family on a country estate cannot be kept off tennis courts, golf links, and grand stands when almost from her cradle days she is taught to love the outdoor life which is now the hall mark of social standing.

20. What social privileges are permitted a sub-deb?

Usually a group of girls who attend the same school and have interests in common entertain one another at a weekly luncheon, which is followed by a *matinée* party. The luncheon is usually given at the home of the young hostess, as girls who have not been presented to society are not supposed to lunch or dine in hotels or public restaurants. However, during the Christmas holidays, they are sometimes seen at the smarter restaurants, properly chaperoned. During the different holiday seasons, when both boys and girls are home from boarding school, dances are given for them in private homes or in the small ballroom of a fashionable hotel, with the mother of the young host or hostess present. Sub-debs are permitted to attend athletic events, games, and dances at preparatory schools for boys, but they are rarely taken to the large college affairs. Wherever they go, they are chaperoned by an older relative or a school chaperon. The sub-deb does not attend any of the

large functions given by her mother, older sisters, or relatives, but she may go to matinées with the season's débutantes and to tea afterward.

A sub-deb may drive a car in the country and she may transport a group of young people of her own age to the scene of games, picnics, or afternoon parties during the summer season, but she is never supposed to ride alone with a young man or to go out summer evenings with the older crowd. The parties to which she may go are limited to those given for young people of her own age.

Chapter XIV

DRESS FOR ALL OCCASIONS

CORRECT dress may be termed the hall mark of good breeding.

When you pick up an article fashioned in silver or gold you cannot tell whether it is sterling or plate, unless you are an expert; but if you find on it one of certain marks you may be reasonably sure that it is sterling silver or that it contains a specific proportion of gold. Just so, when you meet a stranger for the first time at a social function for which she is correctly dressed, you may safely assume that she will conform to other social customs. On the other hand, if you should meet a woman at an afternoon function wearing an evening gown with gleaming jewels, you would instantly decide that she was entirely ignorant of social usage.

When you enter a parlor car you can decide the social position and experience of your fellow travelers almost immediately by studying their clothes. The young woman in the extreme sleeveless gown or the transparent blouse, the young man in white canvas shoes, riotously strapped and appliquéd with black or tan leather, the matron with diamonds in her ears and a sparkling brooch on her bodice, are not accustomed to traveling or moving in nice circles.

To be sure, either men or women who put themselves in the hands of tailors or modistes who know what is worn for every occasion, may carry a spurious hall mark, but usually the individual who knows what to wear on occasions knows also how to act and bear himself toward others.

To enter an office, a drawing room, the dining *salon* of an ocean liner, and find that your clothes are out of harmony (not out of style, you understand, because many people who do not indulge in fashion's latest whims are still correctly dressed) is to court humiliation.

At a football game, the daughter of an old family wearing a shaggy coat, an inexpensive sport hat, a gay scarf, and cape gloves can make little Miss Parvenu, clad in everything luxurious but wrong, wish that she had stayed at home.

Women and Girls

Good taste is the one great requisite for good dressing. Money has very little to do with it. There are women who look better in a thirty-five-dollar evening dress than others who pay from two hundred to five hundred dollars for each costume. Ask two questions only about your clothes. Are they becoming? Are they appropriate to the time, the place, and the occasion? If you can answer an assured yes to both of these, you are a well-dressed woman.



The Experienced Traveler

her things several seasons, and conspicuous garments become tiresome alike to the wearer and the beholder. She secures color and variety by the use of accessories—girdles, scarfs, fans, and the like—which cost little when compared with an entire costume.



The Inexperienced Traveler

It is a good idea to plan a color scheme and dress entirely within its range. Green, black, gray, and white form the color scheme of one of the best-dressed French actresses, and afford a wide range of costumes, with interchangeable shoes, wraps, and accessories. Brown, beige, cream, and yellow might be selected by a woman to whom these colors are becoming—the darker shades for street clothes, the lighter for afternoon and evening. Midnight blue, French blue, and white offer another choice. And it will occur to many readers that the best-dressed woman of their acquaintance wears a great deal of black, for fashion has robbed black of its somberness and given it much liveliness and charm.

Beyond these practical considerations lies the realm of psychology and the effect that dress has on the mind. Appropriate, becoming clothes are an immense aid to personality. The woman who knows she is well and properly dressed has twice the ease and grace of the woman who comes to the tea in a tailored shirtwaist, or to a formal luncheon in sports clothes. There are some powerful characters who can wear anything and yet please and impress, but they are in the minority. Ill-chosen dress, unsuitable dress, untidy dress—these advertise their wearers as careless, or ignorant, or stupid, or possessed of all these undesirable qualities.

It goes without saying that all clothing should be kept clean and in good condition—shoes polished regularly, lace or organdie ruffles laundered, spots removed from suits and dresses, gloves cleaned, hats brushed. Soiled and rumpled clothes are as indicative of bad manners as dirty finger nails.

1. What is the correct street dress for shopping, marketing, and doing errands in town?

In winter a dark cloth dress with long coat or cape of tailored cloth, or a dark tailored suit, worn with or without a fur scarf. Small close hat in semi-dress style (not a sport hat), black or dark-brown shoes with heels not over an inch and a quarter high, dark hose. A blouse in silk, cotton, or linen, not transparent, may be worn with the suit. It may be lighter in color, but should harmonize. With such

a costume, no jewelry is worn, except perhaps a plain watch, a string of small beads, or a semi-precious pendant, and a small brooch. A plain leather, cloth, or satin hand bag is carried.

In summer a simple dress of dark or neutral crêpe de Chine, voile, taffeta, cotton, or linen, with a semi-dress hat, washable gloves, dark shoes and hose. Light, bright dresses are always in bad taste for street wear in a large city.

In smaller cities and towns a greater latitude is permissible, in summer especially. White shoes, light cotton frocks, and wide hats are not inappropriate on the streets of a village, though they are absurd in the city.

2. *What is the correct wear for business?*

The well-dressed business woman will adhere rather closely to the rules for street dressing outlined above. A dark blue or dark brown serge, twill or jersey, with washable collar and cuffs in white, tan, or French blue linen, makes a smart and practical business dress. A coat or cape that will withstand sudden storms and not grow shabby quickly is a necessity. To avoid fatigue, well-cut ties or strap shoes that give support to the instep, with heels not over an inch and a half high, are best. No well-dressed business woman wears loud clothes or bright colors, sleeveless and transparent blouses. If she likes color, a string of amber, lapis, jade, coral, or carnelian beads will give it, and lend distinction to her gown.

In summer, dark crêpe de Chine and flat crêpe make the business dress *par excellence*, for these materials are light weight, cool, and may be easily cleaned. Voile, too, is excellent, and an occasional gingham might be used, but always in dark colors and always simply made. No frills and furbelows to muss and crush.

The business woman's hat should be semi-dress, small or medium size, and with trimming that does not easily fade or grow shabby. No well-dressed business woman wears expensive, conspicuous jewelry.

A good-looking umbrella and raincoat are indispensable.

3. What is the correct dress for traveling?

A dark cloth or crêpe de Chine, with a long coat or cape, or a tailored suit with a dark blouse, is the best for railroad journeys. A close hat perfectly flat in the back so that you can lean your head back comfortably; a plain mesh veil for neatness, and a chiffon veil in dark blue or black, should the eyes need shading; comfortable, plain dark shoes and hose; a capacious leather or dark satin hand bag—these are necessities. No jewelry except a watch.

For traveling overnight on the train an all-enveloping negligée of light-weight wool, silk, or cotton in a dark color and non-transparent is needed, and a little cap to match covers disheveled hair on the way to the dressing room. Don't make your Pullman outfit of orchid crêpe de Chine or vari-colored Japanese crêpe.

The less you are concerned about clothes when traveling, the more comfortable the journey will be.

4. What is the correct dress for calling?

A tailored suit with a dressy blouse of silk or Georgette, an afternoon dress of brocaded or plain crêpe de Chine, in fact, almost any type of afternoon dress, worn with light gloves, shoes with high heels, and silk stockings, is correct. A large or small hat may be worn, but it should be of the somewhat elaborate type, and a smart brocade or satin or beaded bag may be carried. Conditions will largely dictate a choice of costume. For instance, if you go calling in a closed motor, you can wear a more elaborate and lighter costume than if you walk or ride in an open car, a bus or trolley. Jewelry is correct with the calling costume, but not too much. A pendant or a handsome brooch, a jeweled watch, rings, and a bracelet are quite enough.

5. What is correct dress for the country club?

It depends on what you are doing there. If you are playing golf, a regulation golf suit of homespun or tweed or knitted material, heavy woolen hose, golf shoes, plain round felt or cloth hat, tailored blouse of silk or cotton with silk tie in bright color, will be correct. In summer a linen or pongee or light-weight homespun suit with silk or cotton

blouse, heavy Lisle or silk hose, and light-weight, perfectly plain straw or felt hat. In either summer or winter the coat of the suit may be discarded and a sweater worn, light or heavy, according to the season.

For tennis the one-piece suits of white linen and cotton poplin with knickers beneath have largely supplanted all other costumes. They are worn with silk ties, medium-weight white hose, and regulation tennis shoes of white leather or canvas. Hats are discarded, but if needed to shade the eyes, the plainest straw sailor or stitched cotton hats are sometimes seen.

For luncheon or afternoon tea at the country club a semi-sport costume consisting of one-piece dress of light-colored crêpe, rather simply made, with a silk scarf or sweater and a semi-sport hat may be worn. Or a tailored suit of white linen or serge or pongee, with a soft frilly blouse. White ties or strap shoes with white silk stockings accompany these gowns. In very warm weather hand-made frocks of batiste, handkerchief linen, voile, or even organdie with wide picturesque hats are suitable for the country-club veranda. Gay parasols, fancy bags, high-heeled shoes, and sheer hose are also part of such attire.

For dances in the evening at the country club, regulation sleeveless and décolleté evening dress is worn, though in summer these gowns should be of the simpler sort, leaving metallic fabrics and handsome brocades, satins and elaborate lace, for the winter season and more formal affairs in town. Evening capes of crêpe de Chine or satin are worn in summer.

6. What is the correct wear for motoring?

For long trips a simple dress in uncrushable material of tan or beige or any other color that does not show dust; an extra wrap of the same stuff, a small hat, flat in back, but with a brim to shade the eyes; a chiffon veil to soften the glare and protect the skin; washable gloves; moderately low-heeled strap shoes or ties, and medium-weight hose, either wool or Lisle, form the ideal motor costume. Certain weaves of homespun, crêpe, and tussore do not crush easily, and the popular knitted dresses are wonderful in this respect.

For shorter motor rides comfort as well as fashion advises a small hat and a loose warm coat over a plain dress.

7. *What is the correct wear for riding horseback?*

Eccentric clothes on a rider are the height of bad taste. Red sleeveless jackets and black velvet jockey caps are for the circus rider, not the private individual. The riding-habit fabric, whether for cross or side saddle, is a dark, close-woven material that will not pull or bag. Oxford gray, a very tiny black and white check, a black or dark blue with a touch of gray in its weave—these are the correct colors. Have it cut by the best tailor available, and permit no oddities, such as fancy pockets or odd cuffs or lapels, and do not have the coat made very tight. High plain boots, exactly like a man's riding boots, in very dark brown or black leather, with low heels, should be worn.

With this suit wear a conventional riding shirt, with high plain stock and tie, a straw sailor or felt derby hat, and heavy leather gloves which must be larger than a walking glove to be comfortable.

For informal country riding, young women sometimes wear riding breeches, high boots, plain shirt of white silk or cotton, slip-over sweater, and soft felt hat, but in either formal or informal riding clothes, remember never to select odd things, and never to wear loud colors.

8. *What is the correct wear for sailing?*

On a yacht a tailored suit of white serge with cape to match, with a plain white straw sailor hat, or a skirt of white homespun with white silk blouse and sweater in white or dark blue. White ties and white hose accompany either costume. All shoes must have rubber heels. For sailing in small boats a rough heavy tweed skirt, woolen hose, shoes with rubber soles and a heavy sport sweater over a wash blouse, and clinging felt or cloth hat.

9. *What does the well-dressed woman wear at home?*

If she is a busy housewife she wears, for morning, simple wash cotton dresses in summer, and equally simple dresses of kasha, jersey, or flannel in winter, choosing them with an eye to charm of color—French blues, rose, tan, and helio-

trope—whatever is most becoming. She does not wear out old afternoon and evening dresses “around the house.”

For afternoon she selects one of the popular crêpes, silk, or wool, and in case friends drop in for tea she slips on a straight one-piece teagown of satin or crêpe, with lace or chiffon sleeves, which will serve also for a dinner dress if there are no guests, or only an intimate one or two. She will wear shoes with medium heels, suitable for walking, with her morning dresses, and pretty slippers with her teagown or afternoon gown.

10. When are negligées worn?

Only in the bedroom or going to and from the bathroom, never in other parts of the house unless you are ill, or forced by some sudden emergency to appear without time to dress.

11. What is worn for gardening?

If you are a regular earth-grubber, provide yourself with khaki knickers and one-piece khaki slip-on dress, stout shoes, and khaki puttees. For the ordinary light hoeing and raking and pruning, which is all that most women do, any simple wash dress will serve, with cotton mitts and shade hat to protect the hands and face. Some women use wash print or cretonne for both frock and hat, and the effect is agreeable if the pattern is not too obtrusive and the color is becoming.

12. What is worn at luncheons?

Semi-dress costumes of crêpe, satin, Georgette, velvet, chiffon, or lace, with sleeves of elbow length or long transparent sleeves. These gowns may be cut away slightly at the neck, or have transparent tops. Hats are always worn, and they may be of any size, but distinctly dress hats, not tailored.

For large public luncheons simpler and less elaborate clothes are in better taste.

For luncheon in a hotel, a semi-tailored suit, or a simple dress and a hat that is not too elaborate, are in better taste than the more elaborate gown suitable for a private house among friends.

With any of these gowns, slippers of satin, kid, or patent

leather, according to the material of the costume, are worn; also silk hose. The hand bag is of satin, moiré, Paisley, or beads.

13. What is worn at teas?

Young girls who assist at teas wear light-colored silk, lace, or tulle frocks, light slippers and hose, no hats, but bands of ribbon or ornaments in their prettily dressed hair.

The hostess at a tea wears a dressy afternoon gown, without a train, in satin, crêpe, brocade, lace, or one of the new transparent materials, satin slippers and silk hose, but no hat.

Guests at teas wear the same sort of costume as the hostess, but add hats and light gloves and sometimes fur scarfs. Two or three orchids, a bunch of violets, a rose or a camelia, may be added to any of these costumes with charming effect.

14. What is correct dinner wear?

For a formal dinner, a conventional evening dress, trained or untrained, in any rich material, décolleté, either without sleeves or with transparent sleeves, slippers, and silk hose. Jewels are worn at dinner, especially fine rings and bracelets.

At an informal dinner, the same sort of dress that is worn at a tea is correct, without a hat. When dining in public restaurants or at a hotel, a hat is always worn unless you are one of a party in evening dress going on to the theater or to a dance.

15. What is worn for dances?

For tea dances, a pretty afternoon dress, a smart dressy hat (not too large or it will disconcert your partners), slippers, silk hose, light gloves.

For evening dances, a conventional evening dress, preferably without train unless you are one of the non-dancing chaperons. Gloves are very little worn at dances now, though a few years ago they were essential. Watch prevailing customs in gloves.

It is not considered good form to wear many or conspicuous jewels at dances, unless it is an unusually splendid affair, a great ball, in fact.

16. What is worn to the theater?

If you are going informally with women friends, or a man who is not wearing evening clothes, the correct costume is a good-looking afternoon dress, dark slippers, a cape or wrap that is not too elaborate, a small hat and light gloves, and simple jewelry, such as a pendant, beads, a brooch or bracelet. If you are one of a theater party seated in either a box or the orchestra, you wear a light evening dress, a wrap of velvet, satin, brocade, or metallic cloth, with fur collar, light slippers, silk hose, and light gloves, but you do not wear a hat.

17. What is worn at the opera?

The same sort of costume chosen for a box party at the theater, a beautiful and elaborate evening gown, a handsome evening wrap, matching or light slippers and hose, your finest jewels, as many as are commensurate with good taste. The hair is carefully coiffed with high comb or ornament. When sitting in a box, a well-bred woman always wears gloves and usually carries a large and beautiful fan.

18. What is correct dress for wedding guests?

For the morning ceremony, the guest wears a tailored suit, or a gown of crêpe or other soft cloth in a light street shade, such as beige, tan, or gray, with matching hat and daytime wrap; suède slippers, silk hose, fur scarf with a rose pinned on it, and light gloves.

For noon or afternoon church weddings, an afternoon dress such as would be worn at a tea, with satin slippers, silk hose, dressy hat, light gloves.

For country weddings in summer a light frock of organdie, batiste, handkerchief linen, or voile, with a picture hat, white or gray or beige slippers and hose.

For quiet home weddings a dark simple afternoon dress and hat, dark satin or suède slippers, silk hose, light gloves.

For evening weddings in church, with reception to follow, conventional evening dress and wrap, light slippers, light hose and gloves. If there is to be no reception afterward, an elaborate afternoon dress, lace, chiffon, or satin, with hat, slippers, silk hose, and light gloves may be worn.

19. What is correct dress at restaurants?

For luncheon, a tailored suit, small fur scarf, semi-dress hat, with walking shoes and silk hose, light gloves. Or a dress of cloth or crêpe simply made; semi-dress hat; a cape or coat with fur collar, semi-dress in style; suède or leather buckled shoes, silk hose, light gloves.

For dinner, an afternoon dress and hat, slippers, silk hose, light gloves, fur scarf, or semi-dress wrap.

For a formal dinner given at a restaurant, an evening dress, evening wrap, light slippers and silk hose, and no hat. Gloves are optional, but it is better to wear them.

20. What should be worn on a European trip?

This depends on the season of the year and what you are planning to do. For steamer wear you will need a light-weight wool dress, of homespun or kasha, simple and tailored in style, or a knitted dress, with a long loose coat, light in weight but warm in fabric, and an extra sweater, a small, tight hat, flat in the back but with a brim in front. A plain homespun or serge tailored suit with crêpe de Chine blouse in same color can also be used on the steamer, and the long coat must be loose enough to slip on comfortably over this suit. A chiffon or marquisette veil will complete the outfit for steamer wear, along with medium-heel walking shoes, and silk-and-wool hose. All of these things should be in shades of one color. Brown is an excellent choice.

Two dinner dresses, one of uncrushable crêpe and one of black or brown lace, will be needed on the steamer, along with a small cape or scarf or satin or crêpe de Chine to wear with them. These dresses will also serve for restaurant and theater wear in any city abroad. Add furs and a fur coat for winter.

The tailored suit and loose coat worn on the steamer will do excellently for railway traveling on the other side. The light-weight wool dress is good for motoring.

For wear abroad you will need two afternoon dresses, preferably uncrushable crêpe, one light in color, the other dark; complete, this wardrobe of six dresses, which, with the addition of one more hat—a smart black turban or tricorné, and a simple evening wrap of satin or cloth satin

lined, with a fur collar—will be sufficient for ordinary wear in traveling abroad for two months, or even a little longer.

A leather hand bag of good size, to hold tickets, passports, and papers, will be needed, also a satin or beaded bag to carry in the evening. A crêpe de Chine negligée lined with albatross is both warm and light, and can be packed in small space. Take more than one pair of walking shoes, as foreign shoes do not fit American feet. Hose, gloves, handkerchiefs, lingerie can be easily replaced and replenished almost everywhere on the other side.

For traveling in warm countries have several slip-on dresses of washable tussore in its natural tan color, and a traveling coat of the same with which to replace the wool frocks. A voile or two in the same shade will look well, take up little space, and be gratifyingly cool.

With a wardrobe of this size, packed in a hat box, a weekend case, and small dressing case, you can simplify the luggage problem most gratifyingly, and look well besides. This is all the ordinary tourist requires.

If you expect to take part in elaborate social affairs, you will need much more; in fact, exactly the same and exactly as much for society abroad as for society here.

In the case of presentation at court in any foreign country, make inquiry as to which is the best court dressmaker and put yourself in her hands for the conventional costume.

21. When are jewels worn?

A great display of jewels is considered vulgar and women with really fine jewels seldom wear any of them in any public place, except on gala nights at the opera. To wear beautiful jewels at the theater, in public restaurants, or on the street, invites the attention of thieves. It is when they entertain in their own homes and when they are being entertained in the houses of their friends that well-dressed women wear their jewels.

The big diamond plaque pinned into any dress, at any time, showy rings and earrings and glittering necklaces, are always bad taste. Jewels should be chosen for their beauty alone and worn for their fitness. A small string of good pearls, well matched, may be worn with anything except

sport dress. Large pearls, or very long strings, are for formal afternoon and evening wear.

Diamond and sapphire watches are for afternoon wear, a small gold or platinum watch for morning. The same is true of brooches. In the morning wear a brooch—if you need one—of semi-precious stones, amethysts, topaz, aquamarine, peridot, moonstone, or jade; in the afternoon or evening, your pearls, diamonds, emeralds, and sapphires.

Bracelets are never worn with morning dress, severe tailored costumes, or sport dress. The same is true of elaborate rings.

Semi-precious jewelry, beautiful in color, is being more and more worn by women of good taste, lapis, amber, jade, coral, blue agate, carnelian, crystal. But even semi-precious stones must be real ones, and it is better to buy a rose or a chrysanthemum to give your costume a touch of color than to wear cheap glass imitation stuff.

22. Are there any hard-and-fast rules in dress?

Fussy clothes go out of style sooner and turn shabby more quickly than simple ones. Good material requires little or no trimming, and cheap material doesn't deserve any at all. When in doubt, choose black, if it doesn't make you look too pale. Bright colors and extreme styles are only for those with good looks and a big bank account. The woman who dresses too youthfully is not only in bad taste, but is ridiculous as well. Ugly arms and neck should always be veiled in chiffon or tulle, which gives them the illusion of beauty. Revelation is justified only by something worth revealing. Never choose a color or a style because it is becoming to some one else. The old-fashioned virtue of neatness and good grooming is a very essential foundation for good dressing.

Correct Dress for Men

Many men, largely of the self-made type, pooh-pooh the importance of wearing the right clothes at the right time, not realizing that by so doing they expose their ignorance and stupidity. It is no more absurd for a man to wear clothes that are conventionally correct than it is for him to

use clear and correct English. A well-dressed man is not necessarily a dandy, but the man who comes to a formal dinner in a business suit offers a real affront to his hostess and proves himself a boor. Every man who has any social life should accustom himself to the rules of conventional dress until he follows them instinctively. This does not argue that he must have a huge wardrobe. Two business



If Clothes Make the Man, Which of These Two Applicants Will Secure the Job in a Conservative Business House?

suits, a sport suit, a cutaway or frock coat (though the frock coat is almost obsolete save for some of the older men, who prefer it), a dinner suit, and a full-dress suit are sufficient for the most exacting social life, and certainly most men have more clothes than this modest number.

It goes without saying that a man should go to the best tailor he can afford, should avoid eccentricities in color and cut, and should choose materials that will give the maximum of service.

1. *When and where is the business suit worn?*

The business or sack suit is worn, of course, for business, for informal luncheons and breakfasts, in fact all informal occasions before six o'clock. It is also worn for traveling.

The business or sack suit may be worn to a daytime wedding that is not too formal by a man who is not a member of the wedding party.

2. *What are the accessories of this business suit?*

Shirt of white or colored silk or cotton, plainly made, with attached cuffs, silk four-in-hand or bow tie in harmonious color; gold or platinum links, not jeweled, though links of plain jade or lapis are permissible; scarf pin of simple design, though more and more well-dressed men are discarding scarf pins; derby or soft felt hat; overcoat without velvet collar; walking shoes, either black or dark brown; dark silk, cotton, or wool socks; dark gray or brown gloves with heavy stitching.

3. *When is the cutaway or frock coat worn?*

As an usher or a guest at a noon or afternoon wedding, and to church on Sunday in town or city; at formal social affairs which take place before six o'clock; as pall-bearer at a funeral; for Sunday afternoon calls and tea in the city.

4. *What are the accessories of the cutaway?*

Gray striped trousers, not too light; waistcoat to match the coat in black cloth, or, for weddings, a waistcoat of white piqué; white shirt; gold or platinum links; a black or gray striped bow or four-in-hand tie—black for funerals, of course; a pearl scarf pin for four-in-hand scarf; black patent-leather or calf shoes, with or without gray spats; gray or black silk hose; black or very dark gray overcoat of formal cut; silk hat or black derby.

5. *When is the Tuxedo or dinner coat worn?*

At all public and private dinners save the most formal large private dinners; at all stag evening affairs; for dining in restaurants; for informal evening parties; for theater parties, unless preceded by a formal dinner; for general theater wear.

6. *What is the correct Tuxedo suit?*

It is made of dull black worsted, with no braid on trousers; black cloth waistcoat; white shirt with either stiff or soft bosom; plain black silk or satin bow tie; turn-over or wing collar; studs and links of platinum and pearl, very small in size, or small moonstones set in platinum, or very small whole pearls; black or patent-leather shoes; black silk socks; gray gloves; black derby hat or gray felt with black band; black or dark gray overcoat of formal cut.

In England the crush opera hat is much worn with the Tuxedo suit, but not in America. Carry a plain stick with a crook handle, if you like, and choose a white or black-and-white or gray silk muffler, never one in fancy colors.

7. *When is full dress obligatory?*

At all formal evening weddings and at the opera; at large formal dinners, either public or private; at balls or formal evening receptions and musicales.

8. *What is correct evening dress?*

Swallow-tailed coat and trousers of full-faced black worsted, with wide braid on trousers; white linen waistcoat or one of black silk, either plain or brocaded, with unobtrusive buttons; stiff-bosomed white shirt, standing or wing collar; white lawn bow tie; small whole-pearl studs, or studs and links in platinum and pearl, or in platinum and white enamel; white gloves for opera or ball (otherwise pearl-gray gloves), patent-leather pumps or ties, with black silk socks; silk hat; white or black-and-white muffler; black overcoat of formal cut; stick with crook handle.

9. *What are the best clothes for sport wear?*

For general country wear and for golf a knickerbocker suit in homespun, rough tweed or cheviot, with golf stockings and heavy brown shoes. Many men wear Norfolk coats with long flannel trousers, which are equally good style. Knickers or long trousers with a heavy sweater, either coat style or slip-on, form an excellent outfit for golf. Soft shirts of cotton, silk, or flannel, with soft attached collars, soft four-in-hand silk ties, in gayer colors than are permissible in town, a soft felt hat or cap, woolen socks, and

the very plainest possible links and leather-strap wrist watch complete the outfit. In winter a rough ulster; in summer the useful light-weight waterproof overcoat, and for motor-ing or hunting, a short leather jacket.

For tennis, white flannel or duck long trousers, and a regulation tennis shirt, white wool socks, and white buckskin or canvas shoes.

For country wear in the afternoon and evening, a dark blue sack coat and white flannel trousers, white buckskin shoes, and white socks make up the correct outfit, worn with a white cotton or silk shirt, turn-over collar, and either a bow or four-in-hand silk tie.

Hunting and riding clothes are so much a matter of the individual taste and the individual need that it is impossible to give them in detail. They will be correctly supplied by a good tailor, and if quiet colors and conservative cut are selected, they will be right.

10. What jewelry should a man wear?

As little as possible, at all times, and none of it showy. If a wrist watch is not worn, the pocket watch will have an inconspicuous chain or none at all. Studs and links are in plain designs, but always of good workmanship, never of imitation stones or plated metal; a simple scarf pin, such as a whole pearl, a star-sapphire, or a fine small scarab, plainly set; no rings at all unless he has a good seal ring in gold or a dark stone. The well-dressed man does not wear emblems, buttons, badges, heavy-looped watch chains, noticeable rings or scarf pins, nor will he carry fancy cigarette cases and sticks. A plain silver or gold cigar or cigarette case is correct, but one of dark leather with a small gold monogram is better style. A man's walking stick should be simple and unornamented by anything more than a gold or silver band. Fancy knobs or elaborately carved metal mounting makes a stick look vulgar.

11. What principles underlie correct dress for men?

It must always be quiet. Suits must always be well pressed and clean; shirts and collars immaculate. His shoes must be kept polished and when not in use should be on fitted trees. The well-dressed man does not wear loud

plaids or checks, bright bluish-greens or purple and maroon mixtures. Nor does he wear bright green felt hats, nor loud bands on his straw hat, nor neckties that look as if cut from the flags of all the nations. His overcoats are not too tightly belted, nor of very woolly stuffs. His mufflers for day wear cannot be seen a block away. In short, he exercises taste, judgment, and discretion.

Chapter XV

DIVORCE

NOT so long ago any divorced man or woman was under a social ban. The mere appeal to a divorce court, even for the best of reasons, caused lifting of eyebrows and whispered criticism. To-day, when the ratio of divorce to marriage is one in every eight, society is obliged to change its attitude and to recognize that in certain cases divorce is the one honest method of readjusting unhappy lives.

But in flagrant divorce cases, where both parties rush into the newspapers for a hearing, and when shocking moral conditions are exposed, society still reserves the right to rebuke and to ostracize. A man, however wealthy, who divorces his wife to marry a woman of no character will never be received among decent men and women thereafter. A woman who rushes to a "quick-divorce state" and rids herself of a husband of whom she has tired, merely to marry three days after her decree is granted, is also socially banned.

Divorce, at its best, is a painful process, humiliating to the pride and the spirit of most people who are forced to use it. Those who have never found it vital to their self-respect to go through the process should, therefore, be lenient in judgment toward those who have.

1. What is the correct social attitude for those seeking divorce?

The situation should be treated with dignity and reserve. It is not discussed except with attorneys and the immediate members of the family. A well-bred person does not advertise the fact, nor recite her "wrongs" to every one who will listen. Particularly she refuses to receive newspaper reporters. If the legal situation permits, it is best to go for a voyage or a long trip. Out of sight, out of mind, of the

gossips. If staying at home is imperative, the party to a divorce suit is not conspicuous socially. A little retirement from gayety will protect her name from much malicious chatter.

2. *After a decree is granted, what is the attitude of a divorced couple, if they should be obliged to meet, either for business reasons or, by chance, socially?*

A business meeting should be made as short and as formal as possible. A courteous greeting and farewell are necessary, but no personal remarks are made, or questions asked. If the meeting occurs at a social affair, a courteous bow only is necessary, and conversation which would cause gossip is avoided. It is less embarrassing if one or the other makes an excuse to leave early.

3. *What is the correct attitude of divorced parents toward their children?*

It is not wise for either parent to discuss the matter, or denounce the offending party, to the children. When the latter are old enough, the divorce may be explained to them, clearly, briefly, and with as little personal feeling as possible. A child has a right to happiness, no matter how its parents may disagree, and immature minds sometimes torture themselves in silence over things they do not understand, to a point where the mental and physical health of the child is seriously affected.

When the custody of the children is awarded to one parent entirely, the other parent should obey the decree of the court and engage in no surreptitious visits or secret emotional scenes, which are most detrimental to the welfare of young children. Kidnapping belongs in the realm of the sensational yellow newspapers and the cinema.

When the children must divide their time between parents, both mother and father should be scrupulous not to excite and upset the child by any display of feeling against each other, or by petty jealousy. It is shocking and outrageous cruelty to a child who loves both parents to harass him with questions as to which he loves best, or to fill his ears with tales of wrongdoing by the absent parent; yet such things are done by some supposedly well-bred people.

4. *Does a divorced woman change her name?*

If she specifically asks to have her maiden name restored she precedes this with "Mrs.," thus: If she was Miss Mary Louise Smith and married Mr. John James Jones, after her divorce she is known as Mrs. Mary Louise Smith. If she retains her husband's last name, as many divorced women do, she drops the use of his Christian name and is known as Mrs. Mary Smith Jones. This is the form she has on her cards, and she signs her name to letters, checks, and documents as Mary Smith Jones.

5. *What is the correct attitude of a father when his daughter is introduced to society by his ex-wife?*

He will not, naturally, appear at his daughter's coming-out party, but he should send her flowers, write her an affectionate note, and give her a present, perhaps a pretty piece of jewelry such as all girls love. If his circumstances warrant and he has not remarried, he may give an entertainment for his daughter shortly after her début, a dinner dance, or a theater party, chaperoned by his sister or his mother. At this entertainment his former wife, the girl's mother, will not be present. If he has remarried, he does not entertain for his first wife's children.

6. *What is the correct attitude of a father when his daughter, living with his ex-wife, is to be married?*

Circumstances and family feeling largely govern this. He should defray the expenses of the wedding and give his daughter a present. If he has any sense of parental responsibility, he will have the character of his prospective son-in-law investigated. In occasional instances, where there is no personal feeling or other objection, the father may even give the bride away, but this is very unusual and it is better if he merely attends the church ceremony as a guest, not appearing at the reception.

7. *What is the correct attitude of the mother when this position is reversed?*

The divorced mother will give her daughter a wedding present and will appear at the church wedding as a guest,

but will stay only for the ceremony, and not be present at the reception.

8. *What are mutual friends to do when on cordial terms with both parties to a divorce?*

Exercise tact and common sense. Refuse to discuss one with the other or with other friends. Treat the two divorced people as human beings, and not as divorcé and divorcée. True friends will be charitable, understanding, and silent.

9. *Shall divorced couples be invited to the same social affairs, large or small?*

If the affair is so large that there is no possibility of an embarrassing meeting, they may both be invited, but let each know that the other is asked, so that they may decline if they so desire. Only a social moron or a malicious feline will invite a divorced couple to a small affair, where they must come in close contact and be unhappy objects of observation as to "how they will behave to each other."

10. *Are there any special rules governing the social life of a divorced couple?*

None. To all intents and purposes they have become single again and are governed by the rules for bachelors and unmarried women. If they are wise they will each show a little more dignity, a little more circumspection, and a little more formality than either unmarried or married people need to use, for the ban on divorce is so lately lifted that on the least deviation from conventional conduct wagging tongues are sure to make unkind and unpleasant comment. This is especially true for divorced women.

Chapter XVI

ENGAGEMENTS

AN engagement should be veiled with an opalescent mist of gossamer delicacy, behind which two young people live through the most exquisite hours they will ever know. For in spite of modern youth's determination to face facts, to place comradeship ahead of romance, to be pals rather than lovers, young love, irresponsible, deliriously happy love, will claim its own and glorify not only the young couple most concerned, but all who come in contact with them.

It is sad, then, that this gossamer veil is often torn aside by thoughtless hands to reveal emotions which are tawdry and cheap.

Sometimes the careless hand belongs to one of the young people, a selfish young girl who claims the living room for herself and her fiancé, evening after evening, through a long engagement, forcing other members of the family to seek rest and recreation elsewhere. Or she may turn acquisitive, levying on her family for gifts and service to deck her new home until everyone is exhausted by her demands.

But more often the devastating hand is stretched out by one of those unpleasant relatives who may be described as fine managers, or possessing great executive ability. She—it is usually a woman—proceeds to decide everything, from the building plans of the new home to the invitation list for the wedding reception. Such interference and domination are positively cruel at this time and the well-meaning but offensive relative should be suppressed, even at the cost of a much-exploited wedding gift. Better no gift at all, yes, better to return a crisp check, than to pay for it with unhappiness.

1. Should a man secure the consent of the girl's father before asking her to marry him?

This, of course, is no longer considered necessary, because it is taken for granted that a girl's parents have not been

blind during the courtship. By not interfering her father has tacitly given his approval. When the suitor has been definitely accepted by the girl, he should go immediately to her father or guardian and ask the latter's consent to the engagement. He should be prepared to answer frankly any questions about his financial standing, plans for the future, and so forth, which the father may see fit to ask.

2. *Should a man consult his fiancée before buying the engagement ring?*

The man will either ask her to name her choice or he will try to find out in a roundabout way, so that he may give her the ring she wants but which she might hesitate to suggest. The conventional solitaire diamond, while always in good taste, is no longer the most popular ring. Rubies or sapphires, set with diamonds, even the semi-precious stones such as garnets, carnelians, aquamarines, and moonstones, are frequently used when set in special designs of hammered gold, or surrounded with small diamonds to bring out their changing lights.

3. *When does the girl wear her engagement ring for the first time?*

Publicly, on the day when the engagement is formally announced. Until then she wears it only in the privacy of her home when there are no guests to see it and question her about it.

4. *Does the girl give her fiancé an engagement gift?*

This is purely a matter of sentiment and personal taste. It is frequently done among the Latin peoples. A suitable gift in such a case is a set of studs or waistcoat buttons, a pair of cuff links, a key chain, or a cigarette case. In northern countries the ring given to the girl is the only gift.

5. *How soon should the families of the couple be told of the engagement?*

Immediately the girl's father or guardian gives his consent. The young man will tell his parents, who within twenty-four hours will call on the girl's parents. If by any chance either his father or mother is out of town at the

time, the parent who is at home will make the call alone rather than wait for the absentee to return. If the boy is an orphan, his guardian or closest relative (aunt or uncle) will call on the girl's parents. If his parents live in another city, he will wire them the news and they will immediately telegraph or write to the young woman's parents, signifying their pleasure over the engagement.

The girl, of course, has told her mother, probably before the father has given his consent, and the announcement is now made to the immediate family, brothers and sisters. To other relatives, in their home town and elsewhere, both the young man and girl write notes announcing the engagement, but asking that the news be kept a secret until the public announcement is made.

6. *What attentions do the young man's relatives pay his fiancée?*

Directly they receive the news, the relatives of the groom-elect will call on the bride-to-be, to welcome her into the family. If she is not at home, they leave their cards and she in turn must call on them as soon as possible. If there is to be no public announcement of the engagement, his people will entertain her in a quiet way at lunch or dinner. If the engagement is publicly announced, his parents or nearest relatives will give a dinner, a tea, or a dance in her honor, later.

7. *How is the public announcement made, and by whom?*

The announcement of the engagement must come from the family of the bride-elect. Even if she is an orphan or a Cinderella engaged to a rich young man, some one of her relatives must make the announcement. It can never come from the young man's mother. The most formal method of announcement is this: the night before the day on which the announcement is to be made the bride's mother sends a note to each of the daily papers, stating "Mr. and Mrs. Charles Henderson, of 2400 Lakeside Drive, are announcing the engagement of their daughter Elizabeth to Mr. Henry Orpen, son of Mr. and Mrs. Frederick Orpen, of 6000 Euclid Avenue."

These announcements are sometimes telephoned to the

papers, but there is always a chance that names may be misspelled and some editors of newspapers refuse to print announcements of engagements unless they are sent in writing.

If either of the families is socially prominent, a reporter will call to secure further information about the entertainments to be given for the young couple and to secure photographs. The society editor will also look up the social activities of the two young people, the clubs to which the groom-elect belongs, his college and his military record if he served in the World War.

If the girl's father is dead, the announcement is made in the mother's name.

If the mother has been a widow and remarried, the announcement is made under her second husband's name, thus:

"Mr. and Mrs. James Henry Smith announce the engagement of their daughter, Elizabeth Henderson, to Mr. Henry Orpen."

As this announcement goes to the papers, a dinner is often given by the young girl's parents to relatives and close friends, or it may be given exclusively to the young friends of the engaged couple. The family dinners will come later. In either case, a wine or fruit punch is served with the salad course or the dessert, and the father or nearest male relative of the girl rises to propose her health and that of the young man. This constitutes the announcement of their engagement. The wording of the toast should be very simple: "I ask you to drink a toast to our Elizabeth and her Henry," or, "I propose that we drink to the health of my daughter Elizabeth and to Henry Orpen, who is to become my son."

The response to this speech is made by the young man, and is as brief as the toast. "A man as happy as I am cannot make a speech, but I thank you all in Elizabeth's name and mine."

The engagement may be announced first in the papers, and on the next afternoon or evening a large party is given by the parents of the girl. No formal announcement is made at the party because everyone present will have read or heard the news. At a tea or dance the groom-elect usually receives with his fiancée and her mother, and all the

guests congratulate him and offer good wishes to the bride-to-be.

A third method of making the announcement is a luncheon or tea given by the mother to the girls with whom her daughter has been most closely associated. This party must always include the groom's sisters of suitable age. The groom-elect is never present at a luncheon, but if the girls linger during the afternoon, he may drop in later to accept their congratulations.

8. What entertaining is done in honor of the engaged couple?

After the girl's parents have given the announcement party, the parents of the groom-elect usually give a tea, a large dinner, or a dance, at which their son's fiancée is naturally the guest of honor and to which they invite her parents, even though they may not have moved in the same circle previously. Other relatives on both sides and old friends usually give small dinners, teas, or dances for the young people; and in many communities girl friends of the bride-elect give informal luncheons or teas which are called "showers," from the custom of showering the girl with small but practical gifts for her prospective home. These showers are often happy reunions for girls who have shared school tasks and social pleasures for some years.

9. Are relatives and friends supposed to send gifts to an engaged girl?

This is not obligatory; in fact it is done only by relatives and intimate friends who feel a particular affection for the girl, and then the gift is unpretentious, intimate, and personal. Betrothal gifts are discouraged by smart people, who concentrate on the wedding gift.

10. Is a public announcement made when there is every prospect of a very long engagement?

Yes. The announcement ends with some such phrase as, "No date has yet been set for the marriage." It is important because it protects the couple from conjecture and gossip.

11. What is the customary length of an engagement?

This depends entirely upon the means and plans of the young couple.

If there is no financial reason for postponing the marriage, six months is usually the maximum length of an engagement. If the young man is leaving the country on business, the marriage may follow in three months or less.

12. What gifts may a girl receive from her fiancé?

A man may always send his fiancée flowers, candy, books, pictures, charming bits of bric-à-brac and jewelry, but he may not give her wearing apparel of any sort, such as slippers, silk hose, gloves, or a fur coat. Odd as it may seem, he may give her a fur scarf or a muff, which are counted as ornaments, but he may not give her a hat, which is considered wearing apparel. If he owns a car, she may drive it, but he may not present her with a car until they are married. If he owns a house or is building one, she may help him to select the furniture for it, but he may not deed the house to her, nor can she live in it, until after they are married. Even though she be a Cinderella worthy of any adornment he could supply, she must buy her own bridal gown, unless his mother, having no daughter, asks Miss Cinderella to be married in her own old wedding dress and veil. Unless a young man has unlimited means, his fiancée will not encourage him to spend money on perishable flowers and candies. She will prefer that his money be invested in their future home.

13. What customs govern the conduct of an engaged couple in public?

A well-bred engaged couple never spoon in public. A man shows his affection for his fiancée by his protecting manner, his deference to her wishes, and his happiness in having won her. On the girl's part, the predominating evidences of affection are tenderness and pride, something of the innate maternal attitude which women bear toward husbands and sons. She is proud of everything he does and affectionate in her approval.

Even in this liberal day, the engaged man is careful not to show any attentions whatever to other women. He discourages the advances of the flirtatious young visitor to

their home town, harmless though this "flapper" may be. If the man is absorbed in his profession, working late to build a home for his bride, or if he is called out of town and insists that his fiancée shall continue to play around with her old friends, she will be most circumspect in her conduct with other men during his absence. She will not dance too often with one man, walk or drive with him; in fact she will avoid "twosomes" and seek pleasure in larger groups.

14. When should an engaged couple be chaperoned?

On any trip when by mischance they might be obliged to remain away from home overnight. This includes sporting events like boat races and football games. On long motor trips, where an accident might prevent their reaching home at a decent hour, or when they will stop at road houses for meals. A young girl may lunch or have tea with her fiancé in a public restaurant, but they should be accompanied by a chaperon if they dine at night in the same place. They may dance in the afternoon at clubs and restaurants and hear good plays and operas together, but if they go to supper after the play, a chaperon must be with them. (See chapter on Chaperons.)

15. Is any exchange of hospitality necessary between the families of the engaged couple?

This can hardly be called an obligation. As a rule the two families have known each other well before the engagement and have mingled in the same social circle. It is a very pleasant custom, however, for the parents of the girl to give a dinner for the parents of the groom a reasonable time before the wedding day, or the mother of the bride may give a luncheon for the groom's mother, aunts, and cousins. The family of the groom then returns these hospitalities. If the two families have not been acquainted before the announcement of the engagement, no intimacy need follow the hospitalities described above and each family goes its separate social way, exchanging courteous greetings when they meet. In other words, the hospitalities which grow out of an engagement do not obligate relatives on either side to future intimacy.

Chapter XVII

FUNERALS

BEREAVEMENT, more than any other crisis in human relations, makes a heavy drain on self-control. Consideration for those who have met with great loss must rise superior to all laws of etiquette, yet the observance of certain customs will make even funerals more bearable.

The bereaved family should be given first thought and every effort should be made to protect them from contact with well-meaning but emotional friends, which might add to their burden. Voluble, excitable callers who ask questions which intensify the nervous strain should not be permitted to see members of the family, who need quiet and privacy in which to regain their self-control. Neither is the house of mourning a place for officious relatives and friends who will plan obsequies to their own liking without consulting those most directly concerned. Ostentation of any sort is out of place at a funeral.

Immediately members of the family have recovered from the shock sufficiently to confer together, they should decide on the person who will be given entire charge of the funeral arrangements. This may be an elder son, cousin, or other male relative, or a family friend. After making known their wishes in a general way, the family should turn over to this person all details connected with the funeral and he in turn should be able to reach decisions without constantly appealing to members of the family in trivial matters. In this emotional crisis nerves snap easily. Long argumentative discussions about funeral arrangements are both irritating and futile. The fewer people involved in making arrangements, the better.

In addition to the male relative in charge of the funeral arrangements, it is well to ask a woman, relative or friend, to assume the responsibility of ordering such mourning as the women of the family may require, and another friend

who will take charge of messages of condolence and make a list of those who send floral offerings. She may also be asked to receive callers when members of the family are unequal to the task.

For the Family

1. What details require first attention?

Members of the immediate family who are not present should be notified by telephone or telegraph. The family clergyman and any intimate friends whom the members of the family may wish to see will also be notified.

The undertaker should be selected at the family council, or by the person in charge of the arrangements. If the family belongs to a church, the undertaker is usually the sexton.

Servants or friends will immediately draw the blinds in the front of the house and muffle the door bell. It is a good idea to have a servant or friend stationed at the front door to take cards and admit callers. The undertaker will attach crêpe streamers or flowers to the door post to command deference from callers and to prevent prolonged ringing of the bell or awkward encounters at the door. For this purpose, white ribbon is usually used to indicate the death of a child, black and white for a young person, black or black and purple for an adult; white flowers for children, purple or lavender flowers for adults.

Relatives and intimate friends whose presence is especially desired by the family are notified of the hour at which the funeral will take place and requested to attend. The newspaper notice is considered sufficient notification for the less intimate friends.

2. How should the newspaper notice be worded?

DIED

FRENCH—At her residence, 27 East 40th Street, on January 10th, Julia Campbell, wife of John Foster French. Funeral services at All Angels P. E. Church, Montague and Drake Streets, Tuesday at 11 A. M. Interment at Woodland Cemetery.

If the family so desires, the last phrase may be changed to "Interment private" or "Interment at the convenience of the family."

If the interment is to be in another city or a near-by suburb, the line may read, "Interment at Bath, Maine," or "Interment in St. James Cemetery, Auburndale. Funeral train leaves Union Station at 1.30 P. M."

A phrase much used at the end of funeral announcements is this: "Please omit flowers."

Eulogies, fulsome praise, or terms of endearment are not included in the announcement of a death, by well-bred people.

3. *Should the undertaker be permitted to use his judgment in making final arrangements for the funeral?*

By no means. The member of the family in charge of plans should require that every expenditure be submitted to him for approval. Otherwise the size of the bill may be limited only by the ingenuity and experience of the undertaker, who, unfortunately, may make capital out of the distress and bewilderment of the bereaved family. The relative or friend in charge should go to the undertaker's establishment to select the casket and all accessories, including the number of palms, ferns, and plants to be used in decorating church or house where services are held. He will also designate the number of attendants to be employed and the number of motor cars required. He should ask the price or fee for every item suggested by the undertaker, not only to protect the family from overcharge, but to avoid display which is in bad taste.

4. *What arrangements must be made for a church funeral?*

A conference between the clergyman and the chief mourner should be held as soon as possible. To the former's tactful sympathy and long experience may safely be left many of the details of the solemn ceremonies. In liturgical churches the form of funeral service is part of the ritual and varies but slightly, and, in this case, there is little or nothing to suggest, except possibly the use of a favorite hymn or organ music appropriate to the occasion. In non-

liturgical churches the minister will undoubtedly suggest a service which he has found helpful and beautiful in the past.

5. *What are the special expenses for a church funeral?*

The clergymen of Protestant churches make no charge for conducting funerals, but it is customary to send a check with a note of thanks.

In many churches the expenses of a funeral are set by a schedule which can be learned by inquiry of the sexton. This schedule includes the sexton's fees, the charges of the organist and the choir (or soloists), and other details which vary slightly in different localities.

If there is no fixed schedule of charges, these items should all be carefully ascertained in advance. The fee for use of the church and the charges for the sexton, organist, and choir should not be overlooked and left for possible misunderstanding later on.

6. *Is it necessary to have pall-bearers at a church funeral?*

It is not at all necessary, and, except in the case of people prominent in the community, pall-bearers are usually dispensed with. In any case, the casket is borne in and out of the church by the undertaker's assistants, who are trained to this work, thus avoiding any possibility of embarrassing delays or mishaps. If honorary pall-bearers are desired, they should be the personal friends of the deceased and should be invited to act in this capacity by the friend of the family who has taken charge of the funeral arrangements. Near relatives do not act as pall-bearers, as their place is with the family. In the case of a child, a group of six or eight school friends may be asked to accompany the casket as it enters and leaves the church.

7. *What are the duties of the pall-bearers?*

Pall-bearers are sometimes asked to assemble at the home and to accompany the family to the church. This is not necessary and they may be requested to assemble at the church fifteen minutes before the service. Their duties are purely honorary. They meet the hearse at the church and, forming two by two, they precede the casket into the church and down the aisle, taking their places in the pews assigned

to them by the sexton. At the conclusion of the service, they take their places in the recessional as directed by the sexton or undertaker.

8. *Is special mourning dress necessary for honorary pall-bearers?*

No. A black or dark business suit is appropriate. Black gloves were formerly given to pall-bearers, but this is no longer considered necessary.

9. *What music is appropriate for a church funeral?*

This question should be submitted to the members of the family. Very often a favorite hymn will be asked for, or some instrumental number closely associated with the deceased. There is no detail of the funeral which is so impressive as the music and great care should be given to its selection. In line with the tendency of the present time toward dignified simplicity, all elaborate and ostentatious music should be avoided. Brief and impressive funeral chants, two or three hymns by the choir, and the Chopin or Beethoven funeral march on the organ make the most appropriate service. The congregation takes no part in the music.

10. *Who attends to the flowers at a church funeral?*

This is usually arranged by the sexton or undertaker, but it would be well for one or two women friends of the family to go to the church a half hour before the service, making sure that everything is in proper and appropriate order.

11. *Is it necessary to have a procession at a church funeral?*

No, but it is customary. If the family prefers, the casket may be placed in front of the chancel steps (or just at the foot of the center aisle) about an hour before the scheduled time of the service. When the immediate members of the family reach the church, they are taken to the vestry room or the pastor's study, where they wait until the service begins. They then enter the church and take their places in the front pews reserved for them. In this way they avoid the attention and publicity which may be painful to them.

If there is no processional, the organist plays softly for a few minutes before the beginning of the service and the clergyman enters at the same time as the family and immediately starts reading the service.

12. What is the proper order for the processional?

First, the clergyman reading passages from the Scriptures as he walks slowly down the aisle. If the choir takes part in the processional, its members follow the clergyman, walking two abreast, but the choir usually enters the chancel or choir loft directly from the choir room. Next come the honorary pall-bearers, two abreast, followed by the undertaker's assistants carrying the casket. Last the members of the family, in their order of relation to the deceased and their age. Parents walk arm in arm, the surviving children in the order of their seniority, just behind them. A widow is accompanied by her eldest son, a widower by his eldest daughter, or son. The front pews on the right of the aisle are reserved for the family, the pall-bearers occupying the pews on the left of the aisle. The congregation rises as the processional enters the church and remains standing until the family are seated.

13. What is the proper order for the recessional?

The choir does not join in the recessional, but remains in the choir loft or chancel. With this exception, the order of the recessional is the same as that of the processional.

The congregation rises immediately on the conclusion of the service and remains standing in the pews until the entire funeral cortège has left the church. No one leaves the church until every member of the family and funeral party has departed.

The recessional is more rarely dispensed with than the processional, but it is quite possible for the family to retire to the vestry room, the casket remaining in place, until the congregation has departed.

14. Who accompanies the funeral party to the cemetery?

Only those who are invited to do so. After the casket is placed in the hearse, the members of the family enter the carriages or motor cars reserved for them and the cortège

starts to the cemetery. Those friends who have been asked to accompany the family to the cemetery leave their places in the church as quickly as possible and are assigned to the carriages or motor cars reserved for them by sexton or undertaker, who has been supplied with a list of names.

15. What disposal is made of the flowers?

The undertaker's assistants immediately take charge of the flowers. Those which are to go to the cemetery are placed in a motor car set aside for this purpose. If there is an abundance of floral tributes, it is customary to take only a part of them to the cemetery. The remainder are sent to a hospital, not as set pieces, but the flowers arranged in loose bunches.

House Funeral

16. What arrangements should be made for a house funeral?

If a number of people are expected, folding camp chairs are ordered from the undertaker. In addition to the flowers which may be sent in by friends, a blanket or pall of smilax or other green leaves, with or without flowers, is often ordered by the family to cover the casket and the stands on which it rests. The friend or member of the family who has charge of the service should keep a watchful eye on the guests as they arrive and see that they are seated comfortably without crowding.

17. Is it necessary to provide a cloak room for the guests?

No. Women keep on their wraps. Men carry their overcoats on their arms. It is advisable, however, to provide a room for the clergyman and members of the choir to arrange the last details of the service. Most clergymen do not wear vestments at house funerals.

18. Is it necessary for the family to be present in the drawing room during the service?

The nearest relatives may remain in an adjoining room, or on an upper floor, where they may hear the service without being seen. This implies no lack of respect or affection for the dead.

19. What music is appropriate for a house funeral?

Two, or at the most three, hymns sung unaccompanied, or with a very soft piano accompaniment. A quartet of soloists from the church choir provides the best musical atmosphere for the service, or one solo voice, usually the contralto, on account of its sympathetic character.

20. How are the house services brought to a conclusion?

This matter should be arranged in advance by the clergyman and the undertaker, acting on the wishes of the family. At the conclusion of the brief services, the clergyman will pronounce the benediction; then either he or the undertaker will make this announcement: "The remainder of the service will be read at the grave. Those who are not going to the cemetery will please pass out by this door" (indicating the door).

The casket is rarely opened for either a house or a church funeral. However, if it has been left open, at the wish of the family, the announcement will be something like this: "Any wishing to look at our friend will pass the casket on the right (or left) and then leave by the front (or side) door."

If members of the immediate family have been seated in the room with the casket, they usually retire after the benediction is pronounced and do not reappear until the casket has been carried from the house and carriages or motors have been announced. If the services are at the house and the interment is out-of-town, all attending the service, except those who will form the funeral party by motor or train, will leave immediately after the benediction.

21. What should be done after the family has gone to the cemetery?

A close relative or friend should remain at home and superintend the removal of all outward signs of the funeral. The windows should be opened to remove the heavy odor of flowers, and furniture should be restored to its accustomed position. The undertaker should remove immediately the mourning emblem from the door and any folding chairs or other paraphernalia which he may have brought in. Every care should be taken to see that the house is

restored to its normal air of comfort and custom before the family returns from the cemetery.

Hot tea, toast, broth, or some other light form of food should be ready to serve those exhausted by the service.

22. What should be done if the funeral is to take place in the country or in another town?

If friends are expected to attend from the city, the hour of departure of the train which they are to take should be included in the newspaper notice. Carriages or motors should be provided to meet them at the terminal and to convey them to the house or church where the funeral is to take place. It is not customary to provide a special car unless the journey is a long one.

If the funeral takes place in a country home a long distance from the city or the nearest town, a light repast of bouillon, rolls, sandwiches, tea, and coffee may be spread on the dining room table, or served from a buffet; otherwise friends attending the funeral are expected to make their own arrangements for lunch, as well as to pay their own railroad fare.

23. Is it customary to reply to letters of condolence?

Yes. A brief note of thanks should be sent to everyone who has sent flowers or personal letters. These notes of acknowledgment may be written by a son or a daughter, a sister or some other close relative, if the chief mourner is unable to do it. No haste need be shown in acknowledging sympathy, and many people find comfort in reading over the letters of sympathy and in replying to them during the first week or two after the funeral.

Printed or engraved cards of acknowledgment should not be used except in the cases of prominent public characters, where the expressions of condolence sometimes run into hundreds and thousands, and come from many people who are total strangers to the family.

24. What should the family wear at a funeral service?

Mourning customs have changed greatly in the past ten years. Hard-and-fast rules no longer govern the dress of the family, and the decision depends largely on the

family traditions. When her husband or child dies, a woman may follow the old family custom and envelop herself in lusterless black, including a veil falling to the foot of the dress; or, if she is more modern, she will wear a simple gown of lusterless cloth or silk with a black cloth or dark fur coat, a simple close-fitting toque and a small black silk or chiffon veil.

The husband or father who has met with bereavement will wear a black suit to the funeral, a white shirt and black tie, black gloves, and a black hat with a mourning band around it.

Younger members of the family wear even lighter mourning; the girls simple black dresses and small hats appropriate to the season, without veils. The boys wear dark suits, hats, and ties, with white shirts. Anyone closely related to the mourners will dress in black or very dark clothes.

25. *What mourning is worn by the family after the funeral services?*

This is also largely a matter of family custom. Many women find that mourning is not only a protection, but it insures them much consideration and many courtesies. The thoughtless and curious do not intrude on their grief, or ask nerve-wracking questions. In shops they receive immediate attention, and in public places they are shown deference. Mourning is also an emotional outlet for some women.

In donning mourning, a woman or girl must bear in mind that it will restrict not only her dress, but her activities. A figure swathed and veiled in lusterless black has no place at such gay functions as luncheons, teas, or on the side lines at a dance. A woman in mourning is expected to sit in the gallery at the wedding of a relative or friend and she is not supposed to attend a wedding reception or breakfast while wearing a veil. A young girl in mourning must lay it aside in order to act as a bridal attendant. A woman in mourning may go to a lecture, a concert, or a *matinée*, but she does not go to the opera or to the theater at night. She may go to her club, take part in social service, church, or charitable

work, or, laying aside her veil and wearing a hat with a brim, she may take part in outdoor sports in the country.

Girl or woman, she must follow the simplest styles in mourning and avoid extremes in cut and fabrics. A young girl wearing chiffon hose, fancy slippers or pumps, an extremely short, tight skirt, a low-cut blouse and heavy make-up is not in mourning, though the fabric of her gown may be lusterless black. Mourning clothes are simple and conservative, the sign and symbol of temporary retirement from the gayeties of life. Mourning fabrics are all lusterless, whether they be woolen or silk. Lace is not mourning, but plain or hemstitched net or footing may be used. Flat crêpe bands are mourning, but it is bad taste to use crêpe for elaborate pleatings or ruffles.

Uncut velvet is a mourning fabric, but cut velvet is not. Stockings must be plain in weave and shoes must be in calf-skin or suède, never patent leather or satin. Dull jet is the only jewelry that may be worn. Gloves may be of black silk, suède, or glacé kid. While in deep mourning, a woman may wear pure white in the house or in the country, but if she adds a black belt or hat, the result is "second mourning."

A widow's first mourning includes dresses of woolen material, made as simply as possible, with turned-back cuffs and collar of white organdie, deeply hemmed. For street wear she selects a coat or cloak of dull cloth, a small crêpe bonnet, with a narrow cap-border of white crêpe or organdie, and a long veil of crêpe or nun's veiling. This veil, which comes to the bottom of her skirt, covers her face. After three months, the front veil may be turned back, but it is worn thus for one, two, or three years, according to the taste of the wearer and the customs of the family.

The mother who has lost a child wears the same mourning described for a widow, except that she has no cap-border in her bonnet. A daughter or sister usually wears a veil over her face at the funeral and from three months to a year she wears the veil draped on her hat, but not over her face. A young woman may wear a long veil for her parents, or her betrothed, but more generally she will wear a thin net veil with a crêpe border, covering her hat and falling to the waist line in the back. Girls in their teens may wear

black dresses, but never veils of any sort. Very young children are not dressed in mourning, though they do not wear gay colors during the six months after the death of an immediate member of the family. White dresses with black ribbons for girls and white suits with black ties indicate mourning for young children.

Because of the demands of his business or profession, a man rarely goes into mourning. Indeed, only very wealthy men can afford to do so. The average man hesitates to do it because of its possible effect on the men he meets in business. The man who can be fitted easily buys a ready-made black suit for the funeral and wears it thereafter to church and on special occasions. If he is difficult to fit (and tailors can rarely rush a suit in time for a funeral) he may wear the darkest suit he owns, with a mourning band on coat sleeve and hat, or, if he owns one, a cutaway suit. After the funeral it is quite correct for a man to wear to business a very dark mixture, with black tie, shoes, socks, and gloves, and a white (not colored or striped) shirt. In winter he wears a sleeve-band of dull broadcloth on both coats and overcoats, and in summer a band of serge on his coat sleeve. This band measures from three and a half to four and a half inches in width and is worn on the left sleeve just above the elbow. The mourning hat band is of very fine cloth, two and a half to three inches wide, for ordinary hats. For a high hat, the band varies from two and a half inches to within a half inch of the top of the hat.

26. Does a girl wear mourning for her betrothed?

Yes; the same mourning worn for a sister or brother. She must never wear the white cap-border worn by the young widow, however.

27. What is second mourning?

The graduation from deep mourning to colors. At first, black and white, all tones of gray and mauve, made simply and without beading or silver embroidery. Jet jewelry, a string of pearls, a silver chain and pendant, are all worn with second mourning, but brilliant gems or vivid *nouveau arte* ornaments are in bad taste.

*For Friends and Distant Relatives**1. What should one do upon learning of the death of a friend?*

If it is possible to call at the home of the deceased, this should be done immediately. An offer of assistance and sympathy at this time is more helpful to the bereaved than a more formal proffer of condolence later on. If a call is impossible, a sympathetic message by telephone will be appreciated.

While a prompt offer of sympathy and assistance is advisable, one should have the utmost respect for the privacy of the bereaved family. An effort to force yourself into the situation, or to insist on seeing members of the family, is very bad taste indeed. It is quite sufficient to express your sympathy and to offer to be of any assistance within your power.

If the friendship has not been intimate, a brief letter of condolence is sufficient, or you may send a visiting card upon which is written, "With sincere sympathy."

2. Is it customary to send flowers?

Only relatives, intimate friends, and business associates send flowers. These should be sent on the day of the funeral, to arrive at the church or home two or three hours before the ceremony. Very elaborate floral designs and set pieces are little used at present. Violets, lilies, seasonal flowers, may be made up in wreaths or sent loose.

3. Who may attend a church funeral?

The fact that the funeral is held in a church indicates that it is more or less public. All the friends and acquaintances who can do so should attend the obsequies. In the case of public characters, whose popularity has been notable, sometimes the general public attends in such numbers as to require traffic supervision.

4. Who may attend a house funeral?

Only relatives and close friends. Casual acquaintances and outsiders are not expected, although they may send flowers with cards of sympathy, if they so desire.

Friends of the family will understand that they are invited without receiving a special invitation. The newspaper notice of the hour and place of the funeral is considered a sufficient notification for those friends who may desire to attend.

5. *What is proper form for a letter of condolence?*

See Chapter XLII, "Correspondence."

6. *What is correct dress for a funeral?*

Women dress simply in black or some dark color, never in sport clothes or gay colors. As most funerals take place in the morning or afternoon, men attend in their business clothes; women in tailored street clothes.

7. *What is correct behavior at a funeral?*

Whether the services are conducted in a church or a home, well-bred persons carry themselves very quietly, speaking in a low voice, recognizing one another with a bow or a quiet hand-shake, but never exchanging light conversation of any sort. It is the worst possible taste to make comments on the house and the arrangements for the funeral, or to betray curiosity about the mourners. The family friends or acquaintance who may become hysterical at a funeral should remain at home, as her conduct will merely add to the burdens of the bereaved family. The mere acquaintance who peers into the room set aside for the family, pushes her way into the front pews at the church, or asks impertinent questions about the way the family is "bearing up," should be sternly suppressed.

Chapter XVIII

GARDEN PARTIES AND PAGEANTS

THE very term "garden party" summons visions of an English country estate, forbidding hedges, and ivy-covered walls; condescending matrons and demure girls in floppy hats; curates and polo players balancing tea-cups; grave discussion of county affairs and the success of the hostess in raising roses or raspberries!

All this does not seem to fit into the restless American life of to-day, yet garden parties are popular here for both private entertaining and for charity. The phrase "garden party" may be merely the correct cloak for outdoor dancing, or even the performance of a play or pageant in a sylvan theater, but the garden will be very much in evidence, furnishing the background for a delightful entertainment.

The automobile has made country estates as easy of access as city houses for the wealthy, and has simplified suburban life for those of moderate means. By fitting plans and invitation list to environment, a garden party is equally practical for the chatelaine of a country estate or the mistress of a suburban home.

Occasionally on large estates the terraces and gardens are so beautiful that they form the star feature of a lawn fête, but the wise hostess will provide at least one novelty to insure the attendance of the "restless set," married and single. This may be a dancing floor and a popular orchestra; a formal program of interpretative or barefoot dancing, with perhaps a professional star as the big feature; an outdoor play or pageant, appropriate to the season, in which amateur actors of her acquaintance will have a chance to shine. There may be booths for fortune-tellers and palmists. In fact, a garden party, like a tea, may be as elaborate or as simple as the hostess desires.

1. What outdoor preparations are necessary for a garden party?

These vary with the sort of entertainment planned, but one thought must be uppermost in the mind of the hostess—the weather. In case of storm her verandas and house must be in readiness to shelter all of her guests. If the chief attraction is the gardens, they must be in perfect order, with the gardener on hand to answer questions. If there is a maze or a labyrinth in which guests will have no end of fun getting lost, an attendant should be on duty there also. For dancing, a large tent known as a marquise should be set up on the lawn. It should have a good dancing floor and rolled-up sides that can be lowered in case of a sudden shower. Close to this an orchestra is stationed. Scattered about the lawn and terrace are small umbrella tents, vividly colored, each providing a sun shelter for a table and group of chairs.

For any sort of pageant, play, or professional dancing, ample seating accommodations must be supplied. In this connection the hostess is urged to have her formal entertainment start promptly at the appointed hour. Many a time guests have sat resentfully in the sun while amateurs chatted and delayed unnecessarily behind sylvan screens; or they have changed from one foot to another, wishing that no formal entertainment had been devised, and yearning for umbrella tents and cooling drinks. On many large estates the slope of the land supplies a natural auditorium, such as a semicircular hillside overlooking an emerald plateau. Folding chairs are then arranged on the flat approach to the stage for older guests, while young people range themselves on the hillside, for which purpose the hostess supplies cushions.

2. Are any preparations necessary indoors?

It is well to have dressing rooms arranged for both men and women, as in this day of motors men and women who drive their own cars may want to lay aside motor wraps or freshen up a bit. All preparations must be made for sudden change in the weather. Floors must be waxed for dancing and rooms set aside for the transfer of refreshments from



*The Garden Party Which Is Short of Men Will Be a Flat Failure.
Invite Plenty to Yours!*

the outdoor tent. In case of rain, or if the weather should turn suddenly chilly, open fires go far to save your indoor garden party from failure.

3. *What attendants should be stationed in the grounds and in the house during a garden party given on a country estate?*

If the entrance is guarded by a lodge, the lodge-keeper will be on duty. If there are several entrances, it is best to station a servant at each gate to protect guests from the curious and from thieves who specialize on social functions. A carriage attendant will be on duty to open the doors of motors or carriages at the *porte cochère* or entrance to the house, and another houseman or footman will be on duty to direct guests to the part of the grounds where the hostess is receiving. If the estate is famous for its landscape gardening, rare trees, shrubs, and flowers, the head gardener, with such assistants as he may select, should be in attendance to answer questions and give information about plants and flowers to those who may be interested in them. For the benefit of guests who may have motored some distance and for men and women who drive their own cars, a servant should be in waiting at the entrance of the house to indicate dressing rooms where such guests may leave their wraps and remove traces of their drive. There should be an attendant in each of these dressing rooms and a sufficient number of servants, or waiters, supplied by a caterer, to serve the refreshments.

4. *How many servants are required for a garden party in a suburban home?*

Here the hostess must use her own good judgment. If her grounds are exposed to the street, it is well to have a man stationed at the curb or entrance to open the doors of carriages and automobiles and to keep back the curious. A maidservant to indicate dressing rooms and attend the needs of women guests is desirable; and sufficient maids or waiters to serve refreshments will leave the hostess free to entertain her guests and show them her flowers, if she is featuring her garden.

5. *How can the mistress of a suburban home stage a successful garden party?*

By limiting the number of guests and the scale of entertainment to the setting of her home. The growing tendency to build gardens and tennis courts at the rear or side of the suburban home, screening them from the street by shrubbery, hedge, or trellis, helps the suburban hostess to secure the privacy necessary for a garden party. The marquise for dancing may be omitted, but the hostess may still dot her lawn and surround her tennis court with umbrella tents. If the grounds are small and she wishes music, she will station the musicians on a veranda, or just inside a bay window overlooking the garden. Refreshments may be served from tables set on the veranda, in a pergola, or, if lack of space forbids this, in a sun parlor or dining room, from which they are carried outdoors to guests. If the party is small and intimate, guests who have come to see the formal or old-fashioned gardens may be served at little tables among the flowers, or taken back to the porch where the hostess or a member of the family will preside over a daintily set table, as she would at afternoon tea.

6. *What is served at a formal garden party?*

Cold beverages, such as ginger ale, lemonade, fruit punch, iced tea, coffee and chocolate, sandwiches, salads, ices, cakes or pastries, and bonbons or sweets which will not become soft and sticky in warm weather. If the day turns cool, warm drinks may be introduced. When the estate is famous for its fruits and berries, these should be served.

7. *How are the refreshments served?*

On a large estate, best results are secured by erecting a refreshment tent, which is not unlike the marquise for dancing. One corner is partitioned off for a butler's pantry, where dishes and supplies are kept until needed. The large tables are decorated with fruits and flowers. Smaller tables for punch bowls and glasses will be useful. For elderly guests small tables and chairs may be set in the refreshment tent, but as a rule a better effect is obtained if the refreshments are passed by servants and male guests to the

women who sit under the umbrella tents and on the garden benches.

8. How is the invitation list for a garden party made up?

If it is to be a very large affair, guests are drawn from the visiting lists of the hostess and her daughters, including both the elderly and the young. The woman with a garden hobby, planning a small party, should select her guests with discretion, making up her list from those who have congenial tastes, and carefully omitting the type of person who believes that all roads should lead to a dance floor.

9. How should formal invitations to a garden party be worded?

They follow the form for invitations to large teas and receptions. As many invitations may go to guests living in town, or in other suburbs and country districts, information about trains must be engraved at the foot of the formal invitation, or on a separate card which is slipped into any invitation whose recipient will need to use the trains.

Mr. and Mrs. James Chatfield Dunn

request the pleasure of

company on Friday afternoon

September third

from four until seven o'clock

Garden Party Easthampton, Long Island

Train leaves Pennsylvania Station at 3.00 o'clock

For less formal garden parties the hostess may use her own visiting card, which is sent by post or messenger.

Garden Party
September third
4 to 7

Mrs. James Chatfield Dunn

Train leaves Penn. station
at three o'clock

Easthampton, Long Island

If the number of guests is limited to a dozen or fifteen, and the hostess, having some garden hobby, wishes her friends to see what she has accomplished, she writes personal notes.

Wide Acres
Easthampton, Long Island
September 15th, 19—.

Dear Mrs. Thompson:

The dahlias have never been so beautiful as they are this season, and I wonder if you would not enjoy seeing them and afterward having tea on the lawn. A few friends are dropping in on Saturday afternoon, about four, and if you have any house guests with you at the time, I will be delighted to have them come, too.

Sincerely yours,
Josephine Dunn

10. *How are invitations to garden parties acknowledged?*

The acknowledgment must follow the form used in the invitation:

ACKNOWLEDGMENT OF FORMAL INVITATION

Mrs. Willard Thompson
accepts with pleasure
Mr. and Mrs. Dunn's kind invitation
for September third
Fernwood

August eighteenth, 19—

or

Standard Etiquette

Mrs. Willard Thompson
 regrets that a previous engagement
 will prevent her acceptance
 of Mr. and Mrs. Dunn's kind invitation
 for September third
 Fernwood
 August eighteenth, 19—

ACKNOWLEDGMENT OF INFORMAL INVITATION
 Fernwood
 September 16th, 19—

Dear Mrs. Dunn:

Indeed it will be a great pleasure to see your dahlias and have tea with you on Saturday afternoon. Miss Marion Hinsdale of Atlanta, and Mr. Arthur Stanley of Fond-du-Lac, Wisconsin, are my house guests for the rest of this month, and I am sure they, too, will enjoy meeting you and seeing your gardens. With kind regards,

Sincerely yours,
 Janet Thompson

or

Fernwood
 September 16th, 19—

Dear Mrs. Dunn:

So sorry that I cannot come on Saturday afternoon to see your dahlias and have tea with you on the lawn. Mr. Thompson sprained his ankle several days ago and is so depressed over his inactivity that I have canceled all of my social engagements for the next two weeks. I hope the day is a fair one so that you can display your flowers in all their beauty.

Sincerely yours,
 Janet Thompson

11. Where does the hostess receive her guests?

Outdoors, always, if the weather permits. Her exact position depends upon the plan of the grounds and the setting of the house, but generally speaking, she stands where she will make the most effective picture and where she will

be seen easily by arriving guests. This may be under an especially beautiful tree on the lawn near the driveway, by which motors enter, or against a background of climbing roses or wistaria, or, if the house boasts a terrace protected from the afternoon sun, she will make a charming picture here. In any case, a servant is stationed wherever motors stop and near the walk where guests enter afoot, to direct them to the hostess and her receiving party. If sudden storm drives her indoors, the hostess receives as she does at a tea, inside the entrance to her drawing or living room.

12. Who receives with the hostess?

Her husband, daughter, or any house guest in whose honor the party is given. Usually a few relatives and intimates assist her in making sure that dowagers are escorted to the refreshment tent and are properly seated if there is any formal entertainment.

13. Does the hostess remain at her receiving post throughout the afternoon?

If the invitations read "from 4 to 7," she must remain at her post until the time limit expires. If any formal program, like a play or pageant, is announced for a certain hour, and all her guests are supposed to have arrived by that time, she usually joins other spectators in courtesy to the actors. At an informal party, when a few congenial guests gather to visit her gardens, she will accompany them on their tour.

14. What is the correct dress for a garden party?

The hostess and anyone who receives with her wear afternoon gowns, preferably of some sheer summer fabric like organdie, batiste, or lace. Chiffon and georgette may be used, but satins, brocades, and metallic cloth are out of place at a garden party. The receiving party do not wear hats. Women guests wear afternoon frocks of summer fabrics, with large dress or shade hats, preferably trimmed with flowers to fit into the picture; white or light slippers, with silk hose. They usually carry parasols. Men wear white flannel or blue serge with soft shirts and straw hats. No well-bred man goes to a garden party in his golf or tennis clothes.

Chapter XIX

GIFTS

GIFTS have value only when they come from the heart. Paying a social debt or paving the way to obtaining favors is not gift-making. The gift which is most welcome is the one which represents the understanding thoughtfulness of the giver. On the other hand, the gift which is inappropriate and selected without thought for the tastes of the recipient carries no real message, whatever its cost.

A gift which is beyond your means and out of all proportion to your social relations may embarrass the person to whom you send it.

Great care should be taken in soliciting funds for a subscription gift from a group of people to an individual, because the person receiving it may feel that some of the contributors could not afford the expenditure, or possibly gave without the kindly personal feeling which should be the real impulse back of any gift.

1. What gifts represent one's social relations?

The gifts which are sent in response to invitations to weddings, wedding anniversaries, and christenings. (See Chapter XXXIX, "Weddings," and Chapter VIII, "Christenings.")

If you are invited to a Christmas party at a private home, especially on a country estate, you will, of course, take a small gift for each member of the family and you will distribute Christmas tips to the servants. It is not necessary, however, to make gifts to fellow guests.

2. What gifts express friendship and good will?

Those sent on birthdays, Christmas, Commencement Day, or wedding anniversaries of personal friends who may not be celebrating them in a formal way. Betrothal gifts are often sent to a girl whose engagement has been an-

nounced, but only by relatives and intimate friends. Flowers, jellies, fruits, books, and amusing trifles may be sent to the sick by both friends and acquaintances.

3. *What are appropriate gifts for wedding anniversaries?*

- | | |
|---------------------|--|
| First year : | Paper—especially books and prints. |
| Fifth year : | Wood — candlesticks, book ends,
small and novel pieces of furniture. |
| Tenth year : | Tin—by all odds the most difficult
gifts to find, but odd candlesticks
and boxes now come in gayly
painted tin. Relatives can send
aluminum ware and friends some-
times substitute pewter for tin. |
| Fifteenth year : | Crystal—in which the sender has a
wide range of table ware and deco-
rative glass pieces from which to
choose. |
| Twentieth year : | China—relatives sending table ware,
and friends ornaments. |
| Twenty-fifth year : | Silver. |
| Fiftieth year : | Gold. |

These last two anniversaries call for family celebrations at which children in particular and guests at the original wedding ceremony vie with one another in choosing gifts as handsome as their purses permit.

4. *Is it good form to send gifts on holidays other than Christmas?*

This depends entirely upon the relations of the persons involved. At Easter, a friend, man or woman, who has been graciously entertained in a home, may send flowers or some other impersonal gift to the hostess, and candy eggs to her children. Church-going people sometimes send each other prayer-books, markers, religious gift books. The sick should always be remembered with flowers on this day, but it is not considered good taste to send to anyone such material gifts as jewelry, silk stockings, or other dress accessories.

On Mother's Day it is customary to send flowers or

blooming plants to your mother, or to one who has taken her place in your life.

On Saint Valentine's Day not only do lovers exchange the charming cards which have replaced the old-fashioned valentine, but a thoughtful husband sends his wife a heart-shaped box of candy or flowers; his wife will send him a card through the mail.

A man or woman who has been entertained often in any home sends the children of the household appropriate candy, favors, or trinkets on Hallowe'en or Saint Patrick's Day.

Cards and flowers may be sent on New Year's Day, but this is not a common custom. Friends are more apt to call on each other personally, or by telephone.

Flowers may be sent on Memorial Day to those who lost sons in the war.

5. What are appropriate gifts for Graduation Day?

For girls, silk stockings, fine handkerchiefs, delicate scarfs, beads, pendants, strings of pearls, slipper buckles, almost any dainty dress accessory. If the graduate is starting on a journey, a bag, a book, a portfolio, or a fountain pen.

For a young man, embossed military brushes and other toilet articles, a suitcase, a fountain pen, a cigarette case, studs, or cuff links. Members of his own family may give him a seal ring or a watch.

For both men and girls books are appropriate gifts.

Checks are always appropriate and welcome gifts for both young men and girls.

6. What gifts should be sent to a friend starting on a journey?

The practice of sending either flowers or fruit to the traveler is rapidly disappearing. Flowers perish quickly and fruit can be obtained easily on both steamers and railways. Books are a far more satisfactory gift.

To the sea voyager may be sent a portfolio, or a pad of paper and envelopes designed especially for tourists, a compact sewing kit, a small traveling clock in flat folding frame, a box of candy, nuts, figs, dates, or French prunes.

7. *When may an employee send a gift to his or her employer?*

Only when the latter has shown a personal interest in the employee or his family. If the employer is ill, the employee may send him flowers, an amusing book, or a box of cigars, but always something that is quite within the employee's means. An employee who has been entertained in his employer's home may send the latter's wife flowers at Christmas or Easter. A woman employee should never send a gift to her employer, but if the latter's wife has been kind to his secretary, she may send flowers to the wife when the latter is ill or starting on a long journey. An employee should never send a gift designed as the entering wedge to social relations for which the employer or his wife has shown no desire, nor to curry favor and advance his own interest in the office. This trick is obvious and usually offensive.

8. *What gifts may a single man send a girl?*

For gifts which a man may send to his fiancée, see Chapter XVI, "Engagements."

The man who is not engaged to a girl may send her flowers, candy, fruit, books, new music, a bit of pottery, crystal, or embroidery for decorating her studio, but never anything for her personal use, such as clothing, accessories, or jewelry.

9. *What may a bachelor send to a matron who entertains him?*

Exactly what he may send to a girl to whom he is not engaged. (See Chapter XL, "Week-end Entertaining.")

10. *What gifts may a girl send to a man?*

If he is ill she may send him flowers or an entertaining book. Otherwise she remembers only his birthday and Christmas, and this when their friendship has reached the point where her gift will not embarrass him. Then she may send him a book, especially one dealing with his profession or his favorite hobby, a small ornament for his room, such as book ends, an odd bit of pottery or bronze, a Christmas candlestick and candle, or a year's subscription to his favorite magazine; never jewelry or any article of clothing.

Chapter XX

GOOD MANNERS IN THE HOME

SOCIAL success or failure is founded upon family relations and manners in the home. No finishing school can supply, and no amount of money can buy, the habits of consideration and courtesy, the ease and graciousness, acquired naturally in daily home life.

For this reason, no matter what your income or social position to-day, give your children a right start, a fair start in life, by inculcating good manners in your own home. They will then be ready to take any social position to which their material success entitles them, and they will be spared the humiliation often suffered by the social climber whose sole asset is his newly acquired wealth.

It is fatal to establish two sets of manners in the home—everyday manners and company manners. If father eats with his knife when there are no guests, and uses a fork when visitors are present, his sons will think that good table manners are artificial. If mother appears at breakfast in a soiled kimono and untidy boudoir cap, but dresses immaculately for guests, she cannot blame her daughter for being slovenly in the home and well groomed for the street. Sincerity should underly all home life. Children are extremely sensitive to both simplicity and sincerity, and they are quick to detect the weakness of manners which are merely a veneer applied for public parade. Really the only way to inculcate good manners in children is to live them every day in every room of the home.

Courtesy Between Members of the Family

1. *What are the fundamentals of good manners between husband and wife?*

Consideration for each other in the presence of children; respect for each other's opinions; avoiding disputes and

fault-finding in the presence of children, servants, and guests.

Reserve all discussions for the privacy of your own room and then conduct them in a spirit of fair play and justice, with due allowance for the beliefs and traditions of each other. Neither husband nor wife should try to completely dominate the acts and opinions of the other, for married happiness is founded largely upon the mutual ability to adjust one's personality to that of the other. The considerate husband gives his wife an allowance to cover household and personal expenses, or they have a joint checking account at a bank.

2. What special attentions should a husband show his wife in the home?

He bids her a courteous good-by when he leaves for business in the morning and greets her courteously when he returns in the evening.

At table he serves her first, taking due account of her preferences.

When they leave the room or house together, he stands back to let her go first, and he also allows her to enter an automobile or carriage first. He assists her to enter or leave trolleys or busses. When she is putting on an outside wrap he holds the coat or cape for her.

When planning family outings he will defer to her wishes.

When she is tired or ill he shows by his courteous attentions the interest and anxiety he feels for her welfare.

He displays interest in her daily activities, domestic and social.

A telephone call during the day is a courteous attention which every wife appreciates. The considerate husband will always write or telegraph his wife every day when he is away from home.

All these little attentions have the best possible effect on the boys in the family.

3. What is the man's part in his family's social life?

When it is consistent with his business and health, a husband participates in his wife's social life, accompanying her

to evening parties and to church, and taking her to the theater, movies, and concerts as his means permit.

He is courteous to all guests in his household, and he does not read the paper or take a nap in the presence of callers. If he is too exhausted by the day's work to make himself agreeable to visitors he retires to his own room before they arrive.

He never makes fun of his children in the presence of callers. Children are extremely sensitive to any breach of good manners on the part of their father, however successful he may be as a business man.

4. May a husband bring home unannounced guests?

No, for this may be embarrassing for both his family and his guests. In justice to his wife, who is responsible for the planning of meals and the preparation of the guest room, he should telephone, asking whether he may bring home an old friend or a business acquaintance.

5. What invitations, which do not include his wife, may a man accept?

All invitations of a business nature at clubs, restaurants, or hotels, but he should not accept an invitation to the home of a business associate, issued by the latter's wife, which does not include his own wife. He may accept invitations to play golf, to go to the theater and card parties made up exclusively of men, and other "stag" affairs, but he will go to no private home where his wife is not also a welcome guest.

6. What special courtesies does a tactful wife show her husband in the home?

Practically the same attentions which the husband shows the wife. She defers to his wishes, and consults him in regard to all social activities in which he is in any way involved. She will be interested in his business affairs and considerate when he is tired or ill. Unless an emergency arises, she will not interrupt his business hours, and she will not ask him to play errand boy or servant when he returns home tired. She will bid him a polite good-by when he leaves in the morning and will greet him cheerfully at night.

She will not urge him to call on people whom he dislikes, and she will show appreciation for the attentions which he pays her.

7. *What is the correct attitude of the wife toward friends of her husband and children?*

So long as there is nothing objectionable about the visitors her husband and children wish to entertain she should make them welcome to her home. If she has good grounds for thinking that they are not suitable associates for her husband or children she will talk the matter over calmly after the visitors have gone, but she will never be rude while they are in the house. She will never criticize either her husband or children in the presence of guests.

8. *What invitations, which do not include her husband, may a woman accept?*

To any entertainment given exclusively for women, such as a tea, luncheon, or afternoon card party; to any social affair such as a wedding or reception which takes place during business hours, to which her husband has been invited, but where he cannot go for business reasons. She will never accept an invitation for a dinner, dance, or party to which he has not been invited.

9. *What courtesies are due from all members of the family to guests?*

If his wife's guests are remaining overnight or longer, a husband will contribute to the pleasure of their visit in every possible way. If they are callers and he is bored with their conversation, he must offer a convincing excuse for leaving the room. If young people are enjoying the living room he will leave it pleasantly, not grudgingly, and seek quiet and privacy in another part of the house. He will be as courteous and polite to the guests of his children as he is to his wife's visitors.

A wife and mother will never appear before the friends of her husband and children except when she is well groomed and properly dressed. The wrapper or kimono has no place in the family living room.

Children should be trained to greet callers courteously

and to behave quietly while they remain in the room, or, if they desire to leave the room, they will bid the callers a polite good-by.

10. What rights of the individual should be respected in the family circle?

(a) Privacy.—When possible, each member of the family should have his or her own room, and no one else will enter that room without first knocking at the door. When two persons share a room the desire of one to be quiet should be respected by the other.

(b) Opinions.—Each member of the family has a right to form his or her own opinions. Browbeating, argument, or ridicule should not be encouraged.

(c) Quiet conversation.—When two or more are engaged in an interesting conversation other members of the family should not interrupt, introducing topics which have no bearing on the subject under discussion.

(d) Reading.—There is nothing more annoying in family life than to have one's reading constantly interrupted by thoughtless chattering or inconsiderate requests for help. Many boys and girls have actually lost all desire to read through this lack of consideration.

(e) Time and engagements.—School and business hours should be respected by all members of the family. Those who have engagements, business or social, should not be asked to break them or to be late to appointments, in order to perform some petty service for another member of the family circle. Imposing on the family relationship is an offense which causes many misunderstandings and quarrels.

11. What influence does dress have in family relationships?

Dress habits have a strong influence on manners in family life. The belief that you can be "comfortable" only in old loose clothing results in bad manners along other lines, and is responsible for much humiliation in later years. The father who comes to the table in shirt sleeves cannot criticize his young son who dashes to the dinner table wearing his baseball suit, his hands unwashed. The mother who pours coffee at breakfast with her hair still in curlers has no grounds for reproving her daughter who slouches in her

chair or sits with her elbows on the table. It is not necessary for people in moderate circumstances to dress elaborately for dinner, but it is possible always to appear at the table well groomed and appropriately dressed. The tired business man who sheds his street clothes on reaching home will be just as comfortable in another suit as in a soiled

smoking-jacket, and in summer he will be greatly refreshed if he changes to light flannels, linen, or alpaca. The wife and mother who does her own work will be just as efficient in a neat house dress for breakfast, and a simple day dress for dinner, as

she would be in wrappers or in half-worn, out-of-date finery. Children feel that a meal is a pleasant social event, not the mere bolting of food, if they are



taught to prepare for it by making themselves immaculate and changing to fresh clothes.

Who's Wrong in This Picture? The Man, of Course—at Least if He's Calling on the Girl and Her Mother



Important Little Things

1. What is the correct way to sit?

The correct way for a woman to sit is in the center of a chair, or slightly sideways at the end of a sofa. She does not perch stiffly on the edge of a straight chair nor lounge in an easy one. Her position should not be tense and uncomfortable, neither should it be sprawling and undignified. The modern woman or girl crosses her knees, but she does not take an exaggerated position of this sort, nor does she stand with her hands on her hips. A young girl should be trained to sit with her hands relaxed in her lap, or, when

leaning back in an easy chair, with her hands resting on the arms.

A man also sits in the center of his chair if it is straight. In a deep lounging chair he leans against the back with a hand or an elbow on an arm. No gentleman, calling on a woman, ever sits on the middle of his backbone, with one ankle resting on the other knee, nor does he place his feet on the rounds of another chair.

2. When is it proper for members of the family circle to rise from their seats?

Young people should be taught to rise when visitors or elderly people enter the room. In a punctilious household, boys always rise when their mother enters the room, or when a girl or woman comes to table after they have sat down.

3. How do members of the family address one another?

In the family circle, a husband addresses his wife by her first name. When speaking of her to his children, he says "your mother." The French "mama" is an affectation, and "ma" is a vulgarity. In speaking of her to servants or to strangers, he calls her "Mrs. Blank." In talking to an intimate friend, he uses her first name. He never calls her "the wife."

The wife follows the same method in addressing or speaking of her husband.

In speaking of their parents to servants and friends, children say "my father" and "my mother," but when speaking to strangers they will say, "my father, Mr. Blank," or "my mother, Mrs. Blank."

Children and adults alike should address servants by their Christian names, never using "Hey, you," or any other phrase that suggests snobbery or inferiority. Children should be trained to say "please" when asking for service, and "thank you" when they have received it. In well-mannered families everybody says "Good morning" on meeting the servants for the first time each day. People who are sure of their position are never afraid to be polite to servants and tradespeople. Members of the family should

never fail to say "Good morning" and "Good night" to each other, and to guests.

For addressing guests and callers, see Chapter VII, "Children—Their Manners at Home and Abroad."

4. *When should refreshments be offered to a caller?*

On a hot day, especially when the caller has come some distance, it is always proper to offer a cooling drink, or at least a glass of water. In cold weather, a caller or visitor may always be offered a cup of tea in the afternoon.

5. *What is the correct way to answer a telephone call?*

Speaking directly and clearly into the transmitter. To do otherwise is extremely discourteous to the person at the other end of the line. In America almost everyone says "Hello," but since the war it has become increasingly common for the person who answers the telephone to say, "Mrs. Kensington speaking," or, "This is Mrs. Kensington." The person calling then announces his or her name, and asks for the member of the family with whom he wishes to speak. The person wanted should be called immediately to the telephone, or, if he or she is not at home, this fact should be stated at once, with the inquiry, "Is there any message?" A telephone message should be written out accurately. Many pleasant and important engagements are missed through the carelessness of others.

6. *Who rings off after a telephone call?*

The person who rings up, like the person who calls at your home, should be the one to bring the call to an end, both parties saying, "Good afternoon," or "Good-by." If, however, the person who calls up shows a tendency to talk interminably about unimportant matters, wasting the time of the person who has been called to the telephone, the latter may say: "So sorry, but I have important duties waiting. May I call you later?"

The Family Table

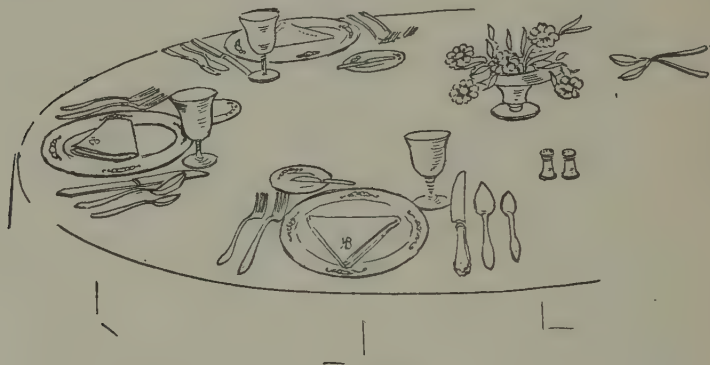
1. *How should the table be laid when only the family is present?*

As carefully as when there are guests. A comport filled with fruit, a fern dish, a crystal bowl with a few flowers in

it, should decorate the center. The linen should be clean, and the correct flat silver should be used for each meal. (See Chapter XLI, "The Well-Appointed House.")

2. *How is the family served when there is no maid?*

The father serves the soup, fish, and meat courses, with vegetables; the mother serves the salad and the dessert. The plates are passed from one person to another, and the mother is always served first by the father. In a large family, it is well for the older children to take turns in changing the plates after each course and in removing the crumbs



*Set Your Family Table Attractively and You Will Hear
Less Criticism of Your Menus*

from the table before the dessert is served. One child is then responsible for waiting on the rest of the family, and no other child should be permitted to jump up and wait upon himself. With a little training children do this very well and are quick to feel their responsibilities.

3. *How close to the table should one sit?*

Close enough to reach the plate without leaning forward awkwardly; far enough away so that your elbows will not be cramped when you use your knife and fork. Your own common sense will tell you when you are placed comfortably; then forget the matter. Continued worrying about it will only make you self-conscious.

4. *What is the correct way to unfold a napkin?*

Unfold it only until it is half its full size—that is, with a crease through the center. Then place it across your knee. A man must never be guilty of tucking it into the top of his waistcoat, nor a woman of tucking it into the top of her low-cut bodice. When a woman wears a gown of smooth and slippery material, she may tuck the corners of her napkin under her like a lap-robe and sit on them to prevent the napkin's slipping to the floor. I know one clever woman who conceals a pin in her dinner frock and fastens her napkin to her dress, near the waist line, because she does not like to annoy her dinner partner by asking him to pick up this elusive article.

5. *Is a napkin refolded after a meal?*

Not after a restaurant or hotel meal, nor when you are a guest at the home of a friend for one meal only. At such times, the unfolded napkin should be laid on the right hand of the dessert plate or finger bowl. It should never be wadded up into a ball. If, however, you are visiting for several days in a friend's home it is correct to fold your napkin, because in many homes a fresh napkin is not provided for each meal.

6. *How should the knife and fork be held?*

The knife is used for the sole purpose of cutting food and is always held in the right hand. It is unnecessary to add that no one with any pretensions to breeding is ever guilty of conveying food to the mouth with the knife.

While the right hand is occupied with the knife, the fork is held in the left hand. When the food does not require cutting, and is separated into small portions with the fork, the fork is held in the right hand. In America, it is customary to lay the knife on the plate after the food has been cut, and then to transfer the fork from the left to the right hand, conveying the food to the mouth with the fork held in the right hand. English children, however, are taught to keep the fork in the left hand while eating the food that has been cut up. In training your children you can take your choice between these two methods.

When you have finished a course, and when you are passing your plate for a second helping, lay the knife and fork side by side on the plate, with the handles resting on the rim. It is extremely ill-bred to rest the handle of either knife or fork on the tablecloth, propping the tips against the edge



*One Right and Two Wrong Ways to Dispose of Your Teaspoon,
and the One Correct Way to Lay Down Your Knife and Fork
During and After the Meal*

of your plate. Knife, fork, and spoon, once used, are never laid on the tablecloth again.

7. *Which foods may be eaten with a fork, and which with a spoon?*

With a fork you eat:

oysters and clams
lobster
terrapi
fish
all meats, chicken and game
vegetables and salads
watermelon and all soft fruits which have been
pared, pie, French pastries, and soft cakes.

With a spoon you eat:

soup
soft-boiled eggs
grapefruit, or orange served grapefruit style
all fruits served with cream

puddings, custards, jellies and soft desserts of any sort.

Spoons are supplied for tea, coffee, and chocolate, but are used largely to test heat or flavor; after that the beverage is drunk from the cup or glass.

Ice cream and sherbets may be eaten with a spoon, or with a small round fork supplied for the purpose.

Always eat from the side of the spoon and not from its tip. In eating soup from a plate, fill the spoon from the side farthest from you, dipping the bowl away from you. Never tilt the plate to get the last drop of soup.

Tea, coffee, or any other beverage should be stirred only once or twice. The spoon is then laid on the saucer.

8. How are finger bowls used?

The finger bowl and the doily under it should be lifted together off the plate on which they rest, then set on the table, slightly to one side. This leaves the plate itself free to receive the fruit or dessert. After finishing the fruit, dip the tips of your fingers quietly in the finger bowl, first one hand and then the other, and dry them lightly on the napkin in your lap.

9. How is salt used at table?

As individual salt cellars are rarely seen nowadays, you help yourself from the nearest shaker or salt dish. A small salt spoon is provided for the latter. The salt should be put on the flat edge of your plate—never on the tablecloth. You can then take what you need on the tip of your knife, or the prongs of your fork, to distribute it over the food which requires seasoning.

10. Is it ever correct to take food in the fingers?

Certainly. Salted nuts, olives, celery, candied fruits, bonbons, cookies, small firm cakes, crackers, and bread or rolls, with or without butter, are all eaten from the fingers. See also question, "How are the following articles of food eaten?" Moderately small pieces are broken off rolls, biscuits, or slices of bread, and then buttered. It is bad form to bite into a large slice of bread or a roll. If butter

is served, it is usually found on bread-and-butter plates, which are about six inches in diameter, with a short, flat "spreader." If butter spreaders are not provided, a knife with a silver blade may take its place, but a steel-bladed knife is never used for spreading butter.



*This Boy Has Not Been
Trained to Eat Bread and
Butter Properly*

11. How are the following articles of food eaten?

(a) Artichokes.—The leaves are broken from the stem with the fingers, one at a time. The tip nearest the stalk is then dipped into the sauce. The soft pulp clinging to the end of the leaf is scraped off between the teeth. The leaf itself is laid back on the plate. When the heart of the artichoke is reached, it is eaten with a fork.

(b) Asparagus.—At formal dinners, most well-bred people cut off the soft part of the asparagus with a fork and eat it from the fork. In the privacy of the home, however, the stalk is sometimes conveyed to the mouth by the fingers. If the stalk is very long, it is more convenient and more pleasing if at least half of it is cut off.

(c) Alligator pears.—These are served cut in half, like cantaloupes. Usually a salad dressing is served with them, but the epicure often prefers to add his own flavor, in which case oil, vinegar, salt, pepper, and lemon are placed in front of him. After the dressing is added, the meat of the pear is eaten with a spoon, exactly as you would eat a cantaloupe.

(d) Baked potatoes.—These should be served split, with a lump of butter in the heart. The butter is smoothed into



*This Lad Breaks Off a Small
Piece and Butters It Before
Putting It in His Mouth*

the potato, which is eaten directly from the skin. It must never be taken from the skin and mashed on the plate.

(e) Potatoes—French fried or Julienne.—Always eaten with a fork, never with the fingers.

(f) Corn on the cob.—Eating corn from the cob is never a graceful proceeding, but it is the one satisfactory way to extract the real flavor of the corn when it is served in this fashion. At a formal dinner, against an elegant background, a dozen or more people eating corn from the cob is incongruous, but at small, informal dinners in the home it is permissible. Many considerate hostesses have the corn boiled on the cob, cut off in the kitchen with sharp knives,



Every Little Movement of the Lady on the Left Is Good Form, Even to the Way She Holds the Ear of Corn, but on the Right—Oh, Dear, Spoon Left in Cup, Knife and Fork Almost Slipping on the Tablecloth, and Two Elbows Supporting One Ear of Corn

and the juice next to the cob pressed out. It is then served like any other vegetable from a dish which is passed to each guest. Only one hand must be used for eating corn from the cob. Silversmiths have invented corn-cob holders, but they are not particularly successful.

(g) Fruit.—Peaches, apples, and pears are first quartered, then peeled, after which smaller pieces are cut off and carried to the mouth by fingers or fork. Cherries, very small plums, and grapes are taken into the mouth whole and the stones or pits carried from the lips to the plate between thumb and first finger. Hulled strawberries are eaten with a spoon. If they are served with the hulls on, each berry is picked up by the hull, between the fingers and dipped into sugar.

(h) Watermelon.—Eaten with a fork, cutting one small piece at a time and leaving the seeds on the plate. Seeds must never be taken into the mouth.

(i) Lobster.—At a good restaurant or hotel, lobsters are served with the shells cracked, and a considerate hostess will follow this custom. The claws can then be held on the plate with the fingers of the left hand, and the meat picked out with the small fork designed especially for this purpose. It is not good form to carry the shell to the mouth, and, tipping the head backward, drink or suck the meat and juice from it.



*The Correct Way to Eat
Grapes, Cherries, Small
Plums and Strawberries
Served on Stem and
Hull*

12. How should poultry and small birds be eaten?

As much meat as possible is cut off with the knife. The rest, and the best, alas! must be left on the bone. Neither poultry nor birds may be eaten with the fingers—at least in public.

13. How should fish bones be removed from the mouth?

It is best to remove the bones from both fish and terrapin before conveying the portions to your mouth. If you are unfortunate enough to find a bone in your mouth, it should be removed with the thumb and forefinger and laid on the plate. The fork is not used for this purpose.

14. What should be done when food taken into the mouth is found to be too hot?

Take a swallow of cold water, but on no account may you spit out the hot food or even remove it with your fork. This is one place where it is particularly wise to be cautious.

15. What rules govern second helpings?

At a large and formal dinner, guests are not offered a second helping, but when entertaining informally the hostess usually has dishes passed a second time by the servant. If

the host carves, he watches the plates of his guests to see when a second helping of meat may be offered. It is not good taste to urge a guest to take the second helping which he has declined. At an informal meal, it is quite correct for a guest to ask for a second helping if the dish is not offered by a servant.

The butler or maid in attendance should watch glasses, and refill those which are empty without being asked.

16. *When he overturns a glass or cup, or drops a knife or fork on the floor, what should a guest do?*

If water, soup, or coffee is spilled in the accident, the guest makes brief, low-voiced apologies to his hostess. Profuse apologies are extremely bad taste. A guest should never pick up a knife or fork and continue to use it. If servant or hostess has not noted the accident, he may ask quietly for another fork or spoon.

Don'ts For Family Life

- DON'T encourage gossip in the home. The average man is not interested in the personal affairs of the neighbors, and children should not know about them at all.
- DON'T discuss family affairs with servants, nor tell your domestic troubles to your tradespeople.
- DON'T talk about your husband's business affairs or the cost of things you have purchased.
- DON'T talk about the high cost of living at the family table.
- DON'T gossip, quarrel, or chatter indefinitely over the telephone. The abuse of telephone service will raise your bills and annoy your friends.
- DON'T argue points of discipline in front of your children.
- DON'T criticize the teachers of your children in the presence of the latter.
- DON'T pass your plate for a second helping when there is a servant to pass it for you or to serve the food.
- DON'T leave your spoon in your coffee or tea cup. Lay it on the saucer.
- DON'T set a glass from which you have been drinking on top of the piano or any other polished piece of furniture to leave a mark.

- DON'T drop ashes from cigarettes or cigars on the carpet or on furniture. Use an ash-tray.
- DON'T sit with your elbows propped on the table.
- DON'T draw diagrams or letters on the tablecloth with the prongs of your fork.
- DON'T tilt or rock in a straight chair at table or anywhere else.
- DON'T eat hurriedly or noisily.
- DON'T click spoon, fork, and knife together or on the edge of your plate. Sit quietly when not eating.
- DON'T eat with your mouth open, nor make ugly smacking sounds with your lips.

Chapter XXI

INTRODUCTIONS

THEORETICALLY, the matter of introducing two persons is simple enough, and on most occasions it proves to be so in reality. Occasionally, however, we are all confronted with the question, To introduce or not to introduce?

Here, as at other times, when you face a problem in social custom you must use the basic principles of good manners, which are judgment, or discretion, and consideration. If, for example, you are certain that one of the two persons does not care to meet the other, it would be most inconsiderate to force an introduction; or, if you are leaving a public gathering, an introduction would probably impede the progress of yourself and others and is therefore awkward and unnecessary. On the other hand, some of your acquaintances may be extremely sensitive on this subject and your failure to introduce them to persons you happen to meet may result in ill feeling. It is sometimes safer to perform an apparently unnecessary introduction rather than to risk hurting a sensitive nature. As we have said in preceding chapters, as you become more versed in social customs there will come an ease which will make introductions a very simple matter.

1. *How is the formal introduction phrased?*

The phrase, "Mrs. Wood, may I present Mr. Goodrich?" is always correct. The man is always presented to the woman.

2. *How is the informal introduction made?*

In the case of two women, the one making the introduction merely pronounces both names—"Mrs. Wood, Mrs. Graham." If, for example, Mrs. Wood is an elderly

woman and rather an important social figure, and Mrs. Graham is younger or less prominent socially, you would of course mention Mrs. Wood's name first, implying that you are asking permission to present the younger woman. Thus, "Mrs. Wood?" (with a slightly rising inflection), "Mrs. Graham," the latter name spoken a tone lower and without the rising inflection. The same principle governs introductions of men.

3. *Is an unmarried woman presented to a married one?*

Yes, unless the single woman is middle-aged or older and the married one a young bride. In this case you would reverse the custom and say, "Miss White? Mrs. Graham." If, however, Miss White is a young girl and you are presenting her to Mrs. Wood, a woman of her mother's age, you would say, "Mrs. Wood? Miss White."

4. *Is a man always presented to a woman?*

Yes, except in those rare cases where a woman meets the President of the United States, the President of France, the King of England, any other ruler, or a cardinal of the Roman Catholic Church.

5. *What are the correct forms of introduction to—*

(a) *The President of the United States?*

If you call on the President in Washington, you will be introduced by his military aide or personal secretary. If the President should visit your town and you should be called upon to introduce prominent citizens who call upon him, you will say, "Mr. President, I have the honor to present Mrs. Wood, chairman of our Civic League." If Mrs. Wood holds no position of prominence, you simply say, "Mrs. Wood."

(b) *Foreign rulers?*

Introductions of this sort are arranged by a court official or a member of the ruler's official staff. A private individual is rarely called upon to make such an introduction.

(c) *A cardinal?*

"Your Eminence, may I present Mrs. Blank?" The name only is given, not the city or town in which she lives.

6. *How is an ambassador introduced?*

If you are introducing a man to an ambassador, you say, "Mr. Ambassador, may I present Mr. Blank?" If there is any particular reason for acquainting the ambassador with Mr. Blank's claim to distinction, you may add such a phrase as, "Who is one of our great authorities on international law." Mr. Ambassador will probably be grateful for this little help in conversing with Mr. Blank.

If the introduction is to a woman, you do not ask Mrs. Blank if you may present Mr. Ambassador, but you ask Mr. Ambassador if you may present him to Mrs. Blank, thus: "Mr. Ambassador, may I present you to Mrs. Blank?" using the same faint inflection that you use when introducing a younger woman to an older one. (See Question 2.)

7. *What is the correct form of introducing titled persons?*

The untitled man is always introduced to the titled man, but no matter what his title (with the exceptions noted above), the man is introduced to the woman. Never use the phrases "His Grace" or "His Lordship," as these are used only by servants and not by those on terms of social equality which an introduction implies.

Correct phrasing is, "Mrs. Blank, may I present the Duke of Graycastle?" "Mrs. Gramercy, may I present Lord Southfield?"

8. *What are the correct forms for introducing men holding public office?*

Never use the title "Honorable" in making introductions. Use the correct title or none at all, thus:

- (a) "Mrs. Gramercy, may I present Judge Gray?"
- (b) "Mrs. Gramercy, may I present Governor Smith?"
- (c) "Mrs. Gramercy, may I present Senator Rightly?"
("Senator" is a life title, even though the bearer is no longer a member of the Senate.)
- (d) "Mrs. Gramercy, may I present Mayor Lowland?"
- (e) "Mrs. Gramercy, may I present Bishop Smith?"

The title given clergymen depends upon their position in the church. A dean is introduced as "Dean Brown," a canon as "Canon Brown." A clergyman who has received

the title of D. D. is introduced as "Doctor Brown," otherwise as "Mr. Brown."

An untitled Catholic clergyman is introduced as "Father Mahan."

The rabbi of a Jewish synagogue is either "Doctor" or plain "Mr. Levi."

The title "Reverend" should never be used in introducing a clergyman.

9. How is an ex-President introduced?

Unlike the Senator, when his term of office expires a President always returns to plain "Mr. Brown." In introducing him, no indication is made that he ever held the highest honor in the land.

10. Should military titles be used in introducing men no longer in the service?

Above the rank of major, military and naval titles are usually used for life, even though the bearer has no longer any connection with the service. "Colonel House," "Colonel Roosevelt," "General Ryan," etc.

11. What phrases should be avoided in making introductions?

"Let me make you acquainted with Mr. Whitely." "Shake hands with Mr. Edmunds." "Meet Miss Everleigh." "Meet the wife." All these are cheap provincialisms to be avoided.

Opinions differ about the phrase, "My friend." Do not use it if it seems to give the impression that the other person is *not* a friend, nor if it savors of snobbishness, nor if it suggests those terrible vulgarities, "My gentleman friend" or "My lady friend," which are never heard in polite society.

On the other hand, it is quite proper to use the possessive pronoun in introducing relatives, "My mother, my brother, my aunt, my cousin."

12. What is the correct response to an introduction?

Four short words: "How do you do?" This is a phrase which admits of no variation, and although it is apparently

a question, it is never answered. You may say it a hundred times in an afternoon—supposing you are so unfortunate as to have a hundred introductions forced upon you—but you must not try to originate new forms of greeting, no matter how weary of these four words you may become. They are used to young and old, men and women alike.

The phrase “Pleased to meet you” is never heard among persons of breeding, and belongs with such localisms as those mentioned under Question 11.



It Is the Woman's Privilege to Extend Her Hand First

13. *What rules govern handshaking in connection with introductions?*

For men: It is customary for a man to shake hands when introduced to another man. When introduced to a woman, he takes his cue from her. If she extends her hand, he takes it quickly, otherwise he makes no motion to shake hands with her.

For women: Women do not shake hands with women on all occasions, especially when they are introduced at social functions. A smile and the inevitable “How do you do?” are considered sufficient. However, business and professional women and women who meet in charity or welfare work shake hands on being introduced, just as men do.

A woman has the privilege of offering to shake hands with a man who is introduced to her, but, of course, if a

man impulsively and in a friendly spirit extends his hand first, a woman will not embarrass him by refusing to shake hands, but will do so quickly, no matter what her original intentions may have been.

14. Should a man remove his glove to shake hands?

Yes, even when shaking hands with another man, provided he can do so quickly and unostentatiously. Do not delay the introduction to take off a glove. Remove it, if possible, before the introduction begins. The white kid glove worn with evening dress, however, is not removed.

15. What is the correct way to shake hands?

The handshake you remember pleasantly is direct, firm, with sufficient pressure to suggest cordiality. It is bad form



To Your Left, the Handshake at the Correct Level. To Your Right, the Sort of Greeting Which Makes the Reserved or Fastidious Man Squirm

to hold a hand too long, to crush a person's fingers until they are numb or until rings are fairly imbedded in the flesh, to shake hands limply or indifferently, or, worst of all, to pump a person's hand up and down enthusiastically or to massage it in a spirit of forced cordiality or nervousness.

A smile and a direct glance are supposed to accompany the handshake.

The hand is shaken at a normal height just above the waist line. The affected handshake at chin level is never used by persons of taste.

American women who meet European men must be prepared to have their hand kissed rather than shaken. The man who follows the continental custom always lifts a married woman's hand to his lips when he is presented to her. The woman offering her hand for this greeting does it with a slight easing of the wrist muscles, in order to allow him to lift it gracefully.

16. Is it necessary to rise on being introduced?

Men invariably rise for an introduction, whether they are being introduced to another man or to a woman.

Women never rise to acknowledge the introduction of a man, unless he is a high dignitary or unless an elderly man is being introduced to a young girl, when she will of course rise in deference to his years. A woman does not rise to acknowledge an introduction to another woman. A young woman, who is to be introduced to an elderly woman, is always conducted to the latter by her hostess or the friend performing the introduction. For introductions in business, see Chapter IV, "Business Etiquette."

17. Is it necessary to carry on a conversation after an introduction?

This depends entirely upon the circumstances. On the street or in a public place the conversation should be brief. At a tea, reception, or other social function, it may be extended, because it would be very rude not to show interest in the person to whom you have been introduced. At a dance, when a man is introduced to a girl, he usually asks her for a dance.

18. When persons separate soon after an introduction, as on the street, or in any public place, what is said at parting?

When the conversation has been brief, merely say, "Good afternoon, Mrs. Stuyvesant," or "Good-by, Mrs. Rhineland." Never say, "Pleased to have met you." If there is a desire to keep up the acquaintance, women say to one another, "It has been a great pleasure to meet you," or "I hope we will meet again soon." When a man and a woman have met for the first time and have found the meeting

congenial, he may say, "It has been a great pleasure to meet you, Miss Greenwich," and express the hope that they may meet again. The woman responds, "Thank you," or "I hope so."

19. *When are introductions necessary—
In the Home?*

At small or moderately sized functions a host or hostess always tries to make the guests acquainted with one another. At a large function, such as a reception, ball, dance, or charity affair, introductions cannot be managed by the host and hostess, but usually members of the family or intimate friends see that newcomers and out-of-town people are introduced to at least some of the guests.

At dances a guest who has asked for an invitation for a friend not known to the hostess must introduce the stranger immediately on arrival, thus, "Mrs. Goodheart, this is Mr. Newtown, whom you said I might bring." And the hostess, shaking hands with her extra guest, replies, "I am very glad to see you, Mr. Newtown."

Guests at a house party must be introduced as soon as possible after their arrival. Every guest at a small dinner, a luncheon, or a bridge party should be introduced.

At large parties, where bridge or other games are played, the four people at each table must be introduced by the hostess or whoever may be assisting her in receiving and entertaining.

At very large dinners, the host or hostess will see that every man knows or is introduced to the woman he is to take in to dinner, and, if possible, to the woman who will sit on the other side of him.

When two or more persons call simultaneously, the hostess of course introduces them to each other as they arrive.

In Public Places?

Many people now entertain in hotels and clubs, where the same rules prevail as in the home.

When a man or woman calls on a guest sitting in a box at the opera, theater, concert, or charity function, he or she must be introduced to the hostess, unless the latter is ab-



Why Perform Introductions in a Theater Aisle and Impede the Traffic? Note the Unfavorable Attention This Young Woman Attracts

sorbed in conversation with other guests or is so surrounded by other persons that the introduction would seem forced or awkward.

Guests at theater parties and small parties in restaurants must always be introduced to one another.

At club or church functions, it is very important to introduce newcomers and out-of-town guests, as here any lack of cordiality would reflect on the community or the organization.

20. *When are introductions unnecessary—
In the Home?*

At a very large function, such as a wedding reception or a ball. At a large and formal dinner it is not always possible to introduce all of the guests to one another. After dinner, when men are left at table or gather in the smoking room, they speak to one another without introduction, and the women in the drawing room follow their example.

A new arrival is not introduced to a caller who has risen to take her departure, and the departing caller will not linger for an introduction. Neither is it good form to interrupt an interesting conversation between two persons to introduce a third.

In Public Places?

In traveling or on board ship, it is extremely bad form to introduce one person to another or to a group of friends unless you are sure that the acquaintance is desired by all the parties concerned. A thoughtless introduction of this sort can spoil a trip or voyage for the victim.

Introductions in the aisle of theater and concert hall are extremely bad taste, and should never be made during a church service. In fact, all introductions in church should be performed after service, preferably in the vestibule, unless you are introducing newcomers to the pastor of the church.

If two women are walking together and one is greeted by a friend, the other may stroll slowly ahead or stop at a shop window until her companion rejoins her, either alone or bringing the acquaintance whom she has invited to join

them. In the latter case the stranger is at once introduced. We all know how embarrassing it is to stand by while two other persons discuss the health of their families and other intimate matters.

If a man and woman are walking together, and the woman pauses to greet a passing friend who does not know the man, she must make the introduction, as the man cannot leave her as a woman friend may.

21. *If introduced twice to the same person, what should one say?*

If the introduction is repeated twice in the same evening, you may smile and say you have already met "Mr. Brown" or "Miss Atherton." If the first introduction was made a long time ago and you are not sure that the meeting is recalled, it is not necessary to mention it. If, however, a girl or woman refers to a former meeting, the man must meet her instantly, "Indeed I do remember; I was just going to speak of it."

22. *When may one speak without an introduction?*

At large dinners and banquets where place cards are used, guests may speak to one another, using the place cards as introductions. At a large afternoon tea, wedding reception, or garden party, it is entirely correct to speak to anyone who is sitting or standing at your side. The fact that you are both guests of the hostess constitutes what may be described as a temporary acquaintance which entails no after-obligation. Naturally the topics of conversation will be impersonal, such as comments on the beauty of the decorations, the charm of the bride and her attendants, or, at a garden party, the loveliness of the flowers.

A young woman may introduce herself to an elderly woman who was or is an old friend of her mother's, mentioning, of course, how often she has heard her mother speak of this friend. A young man may do the same thing, but it is never done when the elderly woman is merely a family acquaintance and not a friend.

A young girl may speak to an older girl whose sister was in her class at school, especially if she has been very friendly

with the latter, and a young man may introduce himself to the older relatives of any classmate with whom he has been friendly.

23. *Should a man always ask a woman's permission to introduce another man?*

He is supposed to do so, although there are possible exceptions. At a private dance, for instance, it is customary to introduce a man to a girl without going through this formality beforehand. In this instance, it is assumed that their hostess, having sufficiently approved a man to invite him to her house, guarantees his social standing.

24. *When are introductions necessary in business offices?*

See Chapter IV, "Business Etiquette."

25. *Are household employees ever introduced to visitors?*

A secretary, companion, governess, or tutor who is expected to appear in the drawing room, dining room, or on the tennis court to mingle with guests should be introduced to visitors. A seamstress or an old family nurse is not always introduced to visitors who may enter the nursery or sewing room, but women who are sure of their social position and have the correct attitude toward servants will frequently say to the caller, "Mrs. Hadley, this is Nurse Wilson who has brought up my children," or, "This is Mary Barton, who makes the little frocks for Eloise that you have admired." The visitor says, "How do you do?" and the employee bows in acknowledgment of the greeting.

26. *If names are not spoken clearly in an introduction, what is the correct thing to do?*

Either of the parties to the introduction may say, "Sorry, but I did not catch the name," and the party addressed will say, "My name is Mrs. Graham, and yours—?" This can be done lightly and without criticism of the person who performed the introduction. If one person, having misunderstood a name, persists in addressing the other by the wrong name, it is correct to say, "My name is Graham, not Grayson."

27. *How is one person introduced to a group?*

This is one of the most difficult obligations on a host or hostess and must be handled with tact. At a reception, when a hostess wishes an out-of-town guest or newcomer to meet some of her personal friends, she introduces the visitor to the relative or friend who may be standing nearest her and says, "Lois, will you see that Mrs. Newcome meets some of our friends?" And Lois passes on this introduction.

If a newcomer arrives last at a luncheon or bridge party, the hostess may say, "This is Mrs. Newcome, who has recently moved into our neighborhood," and then each of the other guests near her at the luncheon or card table will introduce themselves by name. This is less awkward than leading the new arrival around an entire roomful, repeating each name at each introduction.

28. *How may an introduction be avoided?*

If you have reason to think that the introduction will not be welcome to either of the persons, evade it by nodding or smiling at the person met, and moving on without pause.

29. *Does a business meeting constitute an introduction?*

A single contact in business does not constitute an introduction which entails any social obligation. However, men and women who have met during office hours to discuss business affairs would bow to each other courteously next time they chanced to meet on the street or in an office. If, however, they should meet at a social gathering, they would accept an introduction as if they had been strangers up to this time. If they are not introduced by their host or hostess, the younger waits for the elder to speak, and a man waits for a woman to give some sign of recognition.

30. *When may a letter take the place of a personal introduction?*

When the person to whom the letter is addressed lives in another city; when the writer of the letter is incapacitated by illness or prevented by other causes from making a personal introduction; when the letter is frankly designed to bring two persons together in a business or professional way.

31. *How is a letter of introduction phrased?*

See chapter on Correspondence.

32. *What obligation does the writer of a letter of introduction assume?*

In a business letter he practically vouches for the honesty or professional integrity of the person introduced; in a social letter for the social standing and probable congeniality to the person addressed. Therefore letters should not be given indiscriminately to persons with whom you have but slight acquaintance. A personal introduction may be casual; a letter of introduction may entail more serious consequences.

33. *What obligations are felt by the person to whom the letter of introduction is addressed?*

If the letter deals with business matters, the recipient is supposed to give his caller the courtesy of a hearing.

If the introduction is social, the man receiving it will be prompt in telephoning the man introduced by the letter and placing himself at the visitor's service. He will also invite him to dine at his own home or at his club. He may even offer to put him up at his club during the visitor's stay in town. If he is not a member of a club and it is not convenient, for any reason, to entertain the bearer of the letter at his own home, a luncheon or dinner at some hotel or restaurant is obligatory.

If the letter introduces one woman to another, the one to whom it is addressed will immediately call on the visitor and entertain her at luncheon, bridge, or theater party. The least possible attention is to invite her for afternoon tea.

If the letter is presented by a man to a woman, the latter will ask him to dinner, either informally or with other guests.

34. *How does a man present a letter of introduction to another man?*

If the introduction is a matter of business, the man bearing the letter will present it at the office of the man addressed, together with his card, and will wait in the recep-

tion room until the office boy returns to conduct him to the private office.

If the introduction is social, the letter is mailed to the person to whom it is addressed immediately on the arrival of the visitor in the city.

35. *How does a man present a letter of introduction to a woman?*

At a convenient time after his arrival in the city, he will call at the house and personally leave the letter with his own card. If he calls between four and six in the afternoon, he may ask to see his hostess, sending the letter as well as his card to her by the servant, but it is usually less awkward for all concerned to leave the letter and the card and wait for an invitation from the woman before calling on her.

36. *How does a woman present a letter of introduction?*

A woman mails her letter of introduction, whether it is addressed to man or woman.

Chapter XXII

IN PUBLIC PLACES

GOOD manners are as important in public places as in private drawing rooms, and nowhere is a person so apt to show lack of consideration and courtesy as in a public conveyance or a theater. The man who to all appearances is a Chesterfield as guest in a private ballroom may drop his veneer and be inexcusably rude in a crowded trolley or in a motion-picture theater.

The rules of etiquette are easily obeyed when one is on dress parade, but to be well mannered every day, everywhere, requires poise, real consideration for the rights of others, self-control, and the courtesy which is inherent, not merely assumed. Another indication of good breeding in public places is the quiet, well-modulated voice. Loud talk and laughter are bad form anywhere, most of all on the street or in any public place.

On the Street

1. On which side of a woman should a man walk?

On the side nearest the curb, between her and the street. If he is with two women, he takes the same position, with both women on the inside of the pavement. He never walks between two women.

2. Should a man smoke while walking with a woman?

Not on a city street. In parks, country roads or lanes, a well-bred man will often smoke in the company of a woman, but always with her permission.

3. Do well-bred women smoke in public?

Smoking has become such a common custom among fashionable women that the etiquette governing it must be

considered. A well-bred woman never smokes on the street or in a public conveyance of any sort. She may smoke at her club, at a public luncheon, dinner, or banquet where cigarettes are passed to both men and women, in the lounge or smoking room of the theater where women are made welcome, and in a restaurant where women are permitted to smoke.

4. *Upon recognizing a friend or acquaintance, who bows first, the man or the woman?*

To bow first is always the woman's privilege, as this gives her the opportunity to ignore a chance introduction if she chooses.

5. *Should a woman recognize on the street a man whom she has met at a large dinner or dance in the house of a friend?*



He Walks Next to the Curb as a Gentleman Always Will—Never Between Two Girls

In England and in the very large American cities such an introduction does not obligate a woman to recognize the man when they meet again, unless at their first formal meeting they found interests in common and an acquaintance developed. In smaller communities, however, and especially in the suburbs, a woman will bow if she recognizes the man.

6. *Is it ever permissible to cut a person on the street?*

A direct cut is always rude anywhere. If you do not wish to continue the acquaintance you can show this by coolness and aloofness. When you meet the person on the street, you need only bow your head in the most formal way and acknowledge the greeting without smiling. It is also possible at times to become absorbed in something else, looking into a shop window or across the street. To look

straight at a person and deliberately refuse to acknowledge the greeting is the height of ill breeding.

7. *When two women meet, which should be the first to recognize the other?*

If both are young, the greeting will naturally be informal and spontaneous. But a married woman is supposed to bow first to an unmarried acquaintance, while a young girl always waits for an older woman to recognize her.

8. *Does a man take off his hat when he greets an acquaintance on the street?*

There is great difference of opinion on this subject. When he meets a man of his own age, he does not remove his hat, merely touches the brim with his finger. If he meets an older or more distinguished man, he may raise his hat slightly and immediately replace it. A man raises his hat beyond all doubt, when he passes a woman he knows; when he is in the company of a woman or another man who recognizes a passing woman; when he meets or parts with a woman; when he has performed any small service for a strange woman, such as picking up a parcel for her, or opening a door for her to pass out first.



*This Is the Way a Man Touches
His Hat When He Greets
Another Man*

9. *How does a man raise his hat?*

Quietly, and without any ostentatious gesture. If it is a high hat or derby, he takes hold of the stiff brim, lifts the hat an inch or more above his head and, after a slightly forward motion, replaces it. If he is wearing a soft hat with a brim which is not easy to hold, he will lift the hat by the creased crown, the rest of the gesture being the same as with a stiff hat. Such a greeting should always be accompanied by a pleasant or smiling glance.

10. *If a man stops to talk to a woman on the street, should he remove his hat?*

If the woman is of his own age and social position, he usually replaces his hat immediately after greeting her. If the woman is much older, or if she is an important social figure, he will not replace it until she has suggested that he do so.

11. *Should a man remove his hat on entering an elevator where there are women?*

Another vexing question! Well-bred men usually remove their hats in hotel or club-house elevators and retain them in business establishments. The elevator of a store or office building then ranks with a public conveyance.

12. *Does a man remove his hat when a funeral cortège passes?*

This is not a custom in America, unless the deceased is a public character whose death calls for public mourning. An American man traveling abroad, however, should observe the customs of the people on the streets. If the natives remove their hats, he should do the same, not only to avoid unfavorable comment, but as a mark of courtesy to the people whose country he is visiting.

13. *Should a man remove his glove when a woman offers to shake hands with him on the street?*

This is not necessary if her hand is gloved. But if she extends a bare hand to him in a restaurant or the foyer of a theater, he must instantly remove his glove before shaking hands with her.

14. *Is it courteous for a man to stop a woman acquaintance on the street and converse with her?*

If their acquaintance justifies the thought that she would like to have a chat with him he may stop and suggest that he turn around and walk in the direction in which she was going, but he will not keep her standing in a crowded thoroughfare when she probably has a call to make or errands to do, and does not wish to be detained.

15. *If a woman does not wish a man to accompany her, how can she rid herself of his society?*

By saying that she would enjoy having his company, but that she has an errand in a near-by shop. Then she will enter that shop, whether she has an errand in it or not.

16. *Does a man offer to carry bundles for a woman acquaintance?*

He will offer to do so and she must use her own judgment about accepting the offer. In the suburbs, or country, men often carry parcels for their women friends. In the city women rarely carry bundles. Practically everything is delivered. A woman will usually retain a small, feminine-looking parcel, especially if it happens to be tied with ribbons, for a man looks absurd carrying that kind of a parcel. If a man or woman happen to meet on a pier or a railway terminal she does not expect him to carry her bags for her. There are porters to perform that service.

17. *Should a man offer a woman his arm on the street?*

It is no longer the custom for him to do so in the daytime, unless, of course, there is a real reason for it, as when the woman is ill or feeble. In the evening, however, he may offer his arm, which the woman accepts by placing her fingers lightly in the crook of his elbow. If he is escorting two ladies he offers his arm to the elder.

18. *May a man help a woman across the street by taking hold of her arm?*

It is not considered in good taste. A man must never slip his hand through a woman's arm or grasp her awkwardly by the elbow. If, however, he is assisting her to enter a street car or bus, he may put his right hand firmly under her arm to steady her as she steps up.

19. *Is it correct to recognize tradespeople or servants on the street?*

The English speak pleasantly to both tradespeople and servants, no matter where they meet them; and well-bred

Americans, especially those who are sure of their social position, follow the same custom. It is not necessary to put into the greeting the cordiality shown to a personal friend, nor should the greeting be familiar and cheap. It should be quiet and dignified.

20. *Is it good taste to exchange kisses and embraces on the street and in other public places?*

In a general way, no. Demonstrations of affection should be reserved for the home, but when husband and wife, parents and children, members of a family, or very dear friends, meet at a steamship pier or railway station, a quiet embrace is quite permissible.

In Public Conveyances

1. *How should a man offer his seat to a woman in a crowded conveyance?*

He rises and steps aside, lifting his hat as he does so. Usually it is not necessary for him to say anything, as his intention to offer his seat is obvious. If he is not sure the woman understands, he may add, "Here is a seat," and at once move away, lifting his hat once more at her word of thanks.

2. *What is the correct way to thank a man for giving up his seat?*

A woman should smile pleasantly and say, "Thank you," in a low but distinct voice. We have all noticed the ungracious effect produced by the woman who flops awkwardly into an offered seat with a mumbled *something*, which, for all coherence, might as well be in Chinese or Russian, or perhaps say nothing. The graceful acknowledgment of a courtesy is as much the hall mark of gentle breeding as the offering of it.

3. *In trying to enter or leave a crowded car, should one apologize for jostling others?*

A pleasant "Excuse me" or "Sorry" will often clear the way more speedily and effectively than the most determined

pushing and wedging. Also, if you chance to prefer smiles to scowls, you will not begrudge a word of apology.

4. *Should a man offer to pay a woman's fare in a public conveyance?*

It is necessary for him to do so only when he is actually escorting her, and it is permissible for him to offer to pay an acquaintance's fare if they chance to enter a car together. In the latter event she may accept the courtesy, or not, as she chooses. If she prefers to pay her fare it is in bad taste for him to urge the matter further.

5. *What is the proper way to hail a taxi?*

By simply lifting the hand, as one would signal a car to stop.

6. *Upon which side of a taxi does a woman sit when alone?*

Whether in a public taxi or her own private car the seat on the right is supposed to be hers.

7. *How does a man seat his guests in a taxi?*

He offers the right-hand seat to one of the ladies. If he has only one guest he will take the seat beside her. If there are several ladies he must sit opposite, with his back to the chauffeur.

8. *Who pays the taxi fare?*

If a man has invited a woman to accompany him he naturally pays at the conclusion of the ride, without question.

If a hostess is taking her guests to a theater or some other entertainment, and has ordered a taxi, she always pays. See Chapter XXXIII, "Theater and Opera Parties."

9. *In case of dispute over a fare, what should be done?*

Pay the fare demanded, even though you know you are being overcharged. Ask for a receipt from the driver, and, if he refuses to give this, take his license number, or the number of the car, and later write a letter to the cab company, making formal complaint. This is another argument in favor of hailing taxis run by reputable companies,

who will always make proper refund if you have been overcharged.

In a Restaurant or Hotel Dining Room

1. How is a table secured?

The man or woman who is entertaining in a public dining room will have more satisfactory service if the table is reserved in advance. If there is no time for this the host enters the dining room first and addresses the head waiter, giving the number of his guests and expressing his preference for a table near the dance floor, at a window, or on a balcony. If the head waiter is not at the entrance to the dining room, the host and his party will wait until he finishes whatever duties have called him to another part of the room. It is most embarrassing for a host to lead his guests to a desirable table, and then be told that it has been reserved for others.

When the head waiter leads the way to the table, the host goes first, in order to seat his guests. The women of the party come next, and the men last. If the party is for women, the hostess goes first, the guest of honor or the oldest woman second. The host or hostess leads in order to seat the party congenially, but when a man and a woman lunch or dine together in a restaurant and are conducted to their table by the head waiter, the man steps back and allows the woman to precede him.

2. What courtesies should a man show a woman guest in a public restaurant?

If her wrap has not been left in the check room, the man helps her to remove it and lay it over the back of her chair. If the waiter does not draw out her chair, the man does this for her, and he never seats himself until he is sure that she is comfortably seated. He then asks her to tell him what she would like to eat, or at least to make suggestions. If she is a wise woman she will not read the menu from start to finish while the man waits more or less patiently for her to reach a decision. A clever woman will make up her mind in advance about the type of dish which she prefers.

3. *When entertaining informally at a restaurant, should a host order the meal or consult his guests?*

If a meal has not been ordered in advance the host usually asks his guests for their preferences, and builds up his order from their suggestions.

4. *If the food is not satisfactory, what should the host do?*

Call the head waiter or captain, explain the matter quietly, and have the dish in question replaced with one which is properly cooked and served. Loud complaints and threats are distinctly out of place in a good restaurant or hotel dining room.

5. *What are the duties of a host in a public dining room?*

If he notices that a guest is leaving the food untouched, he will inquire whether it is not satisfactory. He will see that the waiter gives good service, refilling glasses and bringing fresh butter, rolls, condiments, and sauces. When he is handed the check he will glance over it without allowing his guests to read it. It is not necessary to pay a check for a large party without confirming the items on it and the total, but it is very bad form to have a dispute over a bill in the presence of guests. It is much better to tell your guests that there has been a serious overcharge, and ask them to wait for you in the reception room or foyer until you have adjusted the matter with the head waiter. If there is dancing between the courses the host will make sure that no woman is left alone at the table, but that all have dancing partners. Men rise at a restaurant table when women leave the table and when they return.

6. *How can a hostess pay a restaurant bill gracefully when men are included in her party?*

By ordering and paying for the meal in advance. See Chapter XII, "Dinners."

7. *Should a man leave a woman seated alone at table while his order is being filled, or between courses?*

Not unless he is called from the table by some important matter. For the time being, the woman, whether she is relative or friend, is his guest and worthy of his attention.

Going to the telephone to make an unimportant call, or going into the lobby to talk with a business friend, is not only a sign of restlessness in a man, but it shows a lack of courtesy to his guest. The man who wants a cigar can order it through his waiter. If he sees a business friend eating alone in another part of the dining room he may send him a note asking him to join them for coffee or dessert, or to meet him in the foyer of the restaurant after the meal. It is extremely embarrassing for the average woman to sit alone while her host goes on some real or imaginary errand, usually the result of his egotism and desire to be observed.

In the Theater

1. Who enters the theater first? The host or his guests?

The man offers the tickets to the doorman, then steps back for the woman to enter first while the doorman tears off the coupons. Once

inside the theater, if the man wishes to check his overcoat and hat, the woman stands to one side, usually looking over the last row of seats in the orchestra. When the man returns he hands the seat coupons to the usher, who goes down the aisle first, the woman next, the man last. If the curtain is about to rise or the usher is otherwise engaged and the man knows the exact location of his seats, he will go down the aisle first, indicate to the

woman where she is to sit, and follow her into their places. The woman usually wears a loose wrap which she does not check, but lets it fall over the back of her seat. If she wears a hat, she removes it and holds it in her lap.



The Man Offers the Theater Tickets to the Attendant at the Door, Then Steps Back for the Girl to Enter First. Note the Polite Manner of This Theater Attendant

For information about theater parties see Chapter XXXIII, "Theater and Opera Parties."

2. *Should a man go out to smoke during the intermission?*

This is generally conceded to be a masculine privilege, but when a man takes a woman to the theater he will not leave her alone unless she suggests it or unless she is seated near friends with whom she may talk. In large cities a woman often accompanies the man to the foyer or lounge where smoking is permitted. The man who is at the theater alone or with other men will be careful to return before the curtain goes up, so that he will not disturb his seat neighbors and deprive them of their view of the stage. Men with good manners and consideration for others go out during one intermission only.

At Church

1. *How should one recognize a friend or acquaintance in church?*

If you chance to meet his eye directly a half-smile is sufficient. You should not bow or whisper greetings, particularly after the service has begun. Church greetings should be deferred until you have reached the vestibule or stepped outside, where it is permissible to stand and chat a moment.

2. *Should members of the congregation make a point of greeting strangers?*

In the city churches, with their large congregations, this is almost an impossibility. But when a church member recognizes them as visitors it is always gracious to greet them upon leaving the church, asking whether this is their first visit to the church and how they have enjoyed the service.

In small towns and villages it is customary for the older parishioners to introduce themselves to a stranger after the service. This is a hospitable and friendly custom which is certainly highly appropriate to the creeds and beliefs the church itself stands for. In many city churches the clergyman, or one of his assistants, comes to the door to shake hands after the service, and it is quite correct for the stranger to introduce himself to the latter, stating that he is a visitor in the city or in that particular parish, and making

some appreciative remark about the service or sermon. If the line of people waiting for their turn to shake hands is not too long, the clergyman will undoubtedly respond with a few friendly questions, and may even introduce the stranger to one or two members of his congregation, urging that the former attend the church during his stay in the city.

Don't's

FOR WOMEN

- DON'T stop a busy man whom you happen to meet when downtown and engage him in social chat. Respect his business hours.
- DON'T take hold of a woman's arm when conversing with her, smooth the fabric of her coat or dress, or fumble with her furs or the ornaments on her dress.
- DON'T whisper in public. Persons around you may think you are making comments on their personal appearance.
- DON'T mention anyone by name in public, especially in derogatory terms. You never can tell who may be listening, possibly a friend of the person whom you are criticizing, and who may repeat your remarks.
- DON'T call every woman you know "my dear," "dearie," or "honey."
- DON'T apply cosmetics in public. It is not done by well-bred women.
- DON'T wear a veil with your hat in the evening.
- DON'T wear a veil to church, at either day or night services.
- DON'T wear a hat with an evening gown at a public or church reception.
- DON'T quarrel with a saleswoman in a shop. Refer your dispute to the floorwalker or manager of the store.
- DON'T scowl at men who push past you in an elevator or who fail to offer you a seat in a crowded public conveyance. By so doing you merely place yourself on their plane.
- DON'T lay your hand on a man's arm, pick imaginary threads off his coat, or assume an air of proprietorship over him in public, even though you are engaged.

DON'T "spoon" in public. It merely makes you conspicuous, often ridiculous, in the eyes of others.

DON'T ask a strange man for assistance or information unless the emergency is desperate. Direct your questions to a policeman or to uniformed em-

ployees of transportation companies.

DON'T loiter too long in front of shop windows. This attracts undesirable attention from men, especially foreigners.



*Snapped in a Beautiful Park on a
Sunday Afternoon. No Wonder
People Turn to Stare at Them*

FOR MEN

DON'T emphasize the good points of the story you are telling by poking your listener in the ribs, nor drive home an argument by thumping him on the chest.

DON'T nudge your companion at the theater at each dramatic point or joke.

DON'T rest your arm on the back of a woman's chair in any public place, at the theater, or in a public conveyance. Keep your hands where they belong—in your lap.

DON'T carry a dead cigar into a public conveyance, elevator, or store unless you want to be thoroughly detested by all who come in contact with you.

DON'T try to be the first man to reach the aisle of a theater when the curtain falls for intermission or after the play. Allow women an opportunity to gather in their skirts and take a firm grip on their hats before you crowd past them, and always face the stage when passing them.

- DON'T spit out of a window in a public conveyance. Such an act marks you as a boor of the worst type.
- DON'T boast of the money you are making or spending, anywhere, least of all in a public dining room when entertaining friends.
- DON'T crowd past women or older men in an elevator. We make a fetish of haste in America, and pay by being bad mannered in public.

FOR BOTH MEN AND WOMEN

- DON'T talk or laugh loudly in the street or any public place.
- DON'T comment on the personal appearance of persons you pass in public, nor exchange amused or scornful glances with the person who is with you. Such comments or glances are often intercepted.
- DON'T argue loudly with tradespeople, waiters, and employees of transportation companies, nor with strangers who decline to accept your apology for jostling against them. In silence lie safety and dignity.
- DON'T interrupt the progress of other people in a crowded thoroughfare or the lobby of a theater or business building, by forming a group for conversation. Draw to one side for your chat.
- DON'T unwrap boxes of candy at the theater. If you must eat candy at a public entertainment, unwrap the box outside, eat the bonbons quietly, and do not annoy your neighbors by rustling paper.
- DON'T talk about your personal or business affairs in a motion-picture theater, nor read the captions aloud.
- DON'T repeat continually the name of the person with whom you are talking.
- DON'T carry a stick or umbrella so that it will strike or trip persons as you pass them.
- DON'T clear your throat continually at theater or concert. This practice is often due to habit rather than to a cold.
- DON'T chew gum. It is not done by well-bred people under any circumstances.
- DON'T use a toothpick or clean your nails in public.

Chapter XXIII

INVITATIONS AND REPLIES

IF you want to know exactly how to word an invitation to a dinner, a dance, or a tea, or any other specific function, read the chapter devoted to that topic. The information in this chapter is general, rather than specific.

1. *What is the difference between formal and informal invitations?*

The difference lies entirely in the phrasing. The formal invitation is phrased in the third person, whether it is engraved or written by hand. In the informal invitation, the first and second personal pronouns are used. A formal dinner invitation, whether engraved or written, reads thus:

Mr. and Mrs. James Henry King
request the pleasure of
Mr. and Mrs. Charles Taft Durand's
company at dinner
on Wednesday the fifth of February
at eight o'clock

An informal invitation, which is always written by hand, either by the hostess or by her secretary, reads thus:

Dear Mrs. Durand,
Will you and Mr. Durand dine with us on
Wednesday the fifth of February at eight o'clock?
Hoping that nothing will prevent your being
with us,

Very sincerely,
Jane Allerton King

If the two women are very intimate friends the invitation would read thus:

Dear Mary,

Will you and Charlie have dinner with us on Wednesday the fifth of February at eight o'clock?

Jim joins me in the hope that nothing will happen to prevent your coming.

Very sincerely,

Jane Allerton King

2. *How should a formal invitation be acknowledged?*

Always in the third person, thus:

Acceptance

Mr. and Mrs. Charles Taft Durand
accept with pleasure
Mr. and Mrs. King's
kind invitation for dinner
on Wednesday the fifth of February
at eight o'clock

(Note that no punctuation is used in formal invitations or replies.)

Regrets

Mr. and Mrs. Charles Taft Durand
regret greatly that a previous engagement
prevents their accepting
Mr. and Mrs. King's
kind invitation for dinner
on Wednesday the fifth of February

(Note that the hour is repeated in an acceptance, but not in regrets.)

3. *How should an informal invitation be acknowledged?*

For an acceptance, thus:

Dear Mrs. King:

It will give my husband and me much pleasure to dine with you on Wednesday the fifth of February at eight o'clock.

Thank you for thinking of us.

Sincerely yours,

Mary Ellen Durand.

Regrets should be worded thus:

Dear Mrs. King:

We are so sorry that we cannot accept your kind invitation to dine with you on Wednesday the fifth of February, as we are leaving for Egypt next week.

With many thanks for your kindness in thinking of us.

Very sincerely,

Mary Ellen Durand

(If first names are used in the invitation they must also be used in the response.)

4. *What sort of paper should be used for engraved invitations?*

Pure white paper, with or without the raised margin or plate mark. The note sheet, when folded about five and one-eighth inches wide, seven and three-eighth inches long, is used for weddings always, sometimes for Commencement exercises and charity balls.

The engraving is done on the front sheet.

For all other formal invitations, whether written by hand or engraved, the hostess uses a card designed especially for this purpose of what is known as "thin white matte Bristol board." The usual size is six inches in width, four and a half inches in length, or slightly smaller. This may be a plain card, or it may have a plate mark or margin. It is not a correspondence card, as described in Chapter XLII, "Correspondence," but it is a card designed especially for formal invitations, whether engraved or written.

The engraving may be in the simplest script, in block, in shaded block or in old English, as your taste dictates. If, for any reason, you cannot have an invitation engraved, never have it printed—write it in longhand.

No insignia is embossed on personal invitations, unless the family has a crest, when it is embossed without color. Other insignia are used only for invitations issued by socie-

ties, such as Daughters of the American Revolution, or clubs.

When "R. s. v. p." is used on an invitation, only the "R" is capitalized. The "s. v. p." are small letters.

For the informal invitation, written by hand, the hostess uses her personal notepaper, embossed with the address of her home, or her monogram or crest. (See Chapter XLII, "Correspondence.")

Note that a telephone number is never used on social stationery.

5. *What is a "general invitation"?*

This is an engraved card, leaving various blank spaces to be filled in with the name of guest, date, hour, and type of entertainment, thus:

Mrs. James Henry King

requests the pleasure of

company at

on

at o'clock

Twenty-four Lake Drive

The hostess writes after the first "at" the type of entertainment—dinner, tea, bridge, or dance—and in the lower left-hand corner she will write "R. s. v. p.," if a reply is expected. If the entertainment is in honor of an out-of-town guest she writes above her own name, "To meet Mrs. Worthington Wiley."

These form invitations are extremely useful to a woman

who does a great deal of entertaining in the course of the year, as they save the time required for special engraving, or the writing of formal invitations by hand.

6. *Can a similar blank be used for accepting or declining invitations?*

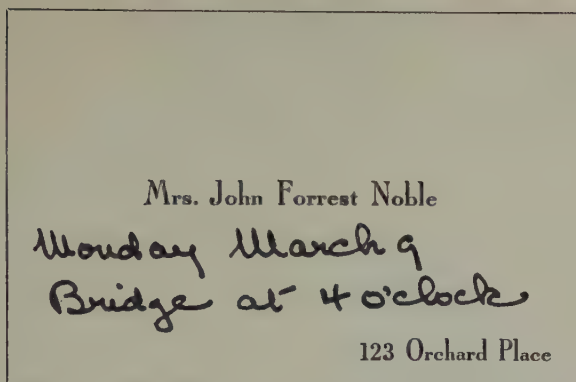
No, because this would indicate laziness on the part of the writer, or a desire to advertise that she is too popular to acknowledge by hand the numerous invitations which she receives.

7. *When is the visiting card used for an invitation?*

For an informal dance, a musicale, a bridge party, or a tea to meet a guest.

<p>Mrs. John Forrest Noble</p> <p>Monday, March 9</p> <p>Dancing at 10 o'clock</p> <p>123 Orchard Place</p>

<p>To meet Mme. Galli-Dallay</p> <p>Mrs. John Forrest Noble</p> <p>Monday March 9</p> <p>Musie at 10 o'clock</p>
--



8. *May a visiting card be used for sending regrets?*

Any invitation with "R. s. v. p." or "the favor of an answer is requested," must be answered by a written response, on personal stationery. (See Chapter XLII, "Correspondence.")

When an invitation for a tea does not bear either of the phrases mentioned above, the person invited may send his or her card to the hostess by mail or messenger, to arrive on the morning of the tea. It is not necessary to write "Regrets" on this card, as its arrival indicates that the invited guest is unable to come in person.

9. *What invitations may be issued by telephone?*

For all sorts of informal entertaining—dinners, luncheons, bridge, tennis, or any other sport, picnics, breakfasts, or suppers.

Even house parties and week-end gatherings are arranged over the telephone. So common has this custom become that in houses where there are a number of adults a pad of blank forms is kept at the telephone or in the pantry for the use of servants who answer the phone. The printed form is something like this:

Will

with M

on

the

at

o'clock

Telephone number

Accept

Regret

The member of the family or the servant taking the message gives it to the person for whom it is intended, who in turn sends an answer by telephone or letter.

10. What is the proper wording for a telephone invitation?

If the person to be invited answers the telephone, the hostess says: "Is this Mrs. Durand? This is Mrs. King speaking. Will you and your husband dine with us Wednesday at eight o'clock?"

If the two women are close friends, Mrs. King will say: "Is this you, Mary? This is Jane King speaking. Will you and Jim dine with us Wednesday evening?"

Mrs. Durand replies: "Mr. Durand and I will be delighted to dine with you Wednesday evening. Thanks for thinking of us," or, if they are more intimate, she will say, "I am so sorry, Jane, but we are dining with the Dillinghams that evening."

If the message is given to a servant, the wording is something like this: "Is this Lakeside 9991? Please ask Mr. and Mrs. Durand whether they will dine with Mrs. James Henry King on Wednesday evening at eight o'clock. Mrs. King's number is Lakeside 0004."

If Mrs. Durand is at home, the servant brings back this message: "Please tell Mrs. King that Mr. and Mrs. Durand will dine with her on Wednesday with pleasure," or "Please tell Mrs. King that Mr. and Mrs. Durand cannot dine with her on Wednesday, as they have another engagement for that evening."

11. If a reply to a telephone invitation is not received promptly, what should a hostess do?

Having allowed a reasonable length of time for reply, she may have the invitation repeated by telephone, or she may write a note, asking the person to whom the invitation was telephoned whether she received it or not. A careless servant or a thoughtless member of the family can involve both hostess and guest in an embarrassing situation.

12. *What form of invitation is used for a dance or dinner given by a club, an association, or for charity?*

A club or organization generally uses the heavy plate-marked notepaper, of the size used for wedding invitations, and the invitations read something like this:

The Committee of the
Kingston Club
request the pleasure of your company
at a ball
to be held in the Kingston Clubhouse
on the evening of March the sixth
at ten o'clock

If the ball is given for charity, after the words "ten o'clock," these lines are added: "For the benefit of St. Mary's Hospital," and in the lower left-hand corner, "Tickets Five Dollars."

13. *When a member of a club is allowed a certain number of invitations for friends, how does he send these out?*

He usually incloses his visiting card to indicate that the person receiving the invitation is his guest, or he may inclose an informal personal note with the engraved invitation.

14. *What is the correct form for an invitation to a wedding anniversary?*

1899 - 1924

Mr. and Mrs. Charles Huddleston

request the pleasure of

Edith Annetta Bertol+

company at the

Twenty-fifth Anniversary of their marriage

on Thursday the fifteenth of June

at nine o'clock

Forty-eight Southcamp Road

R. s. v. p.

15. *How are invitations phrased for Commencement exercises?*

The phrasing is usually determined by the customs of the institution.

Each student is given a certain number of invitations, including cards of admission to the auditorium or chapel, and these are sent out to the invited guests with the personal card of the graduate.

16. *How are invitations recalled?*

For a small, informal affair, invitations may be recalled by brief notes, or even by telephone. When a large number of formal invitations have been issued, a printed card is mailed—printed, because there is no time for engraving. The wording is something like this:

Invitations and Replies

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Owing to sudden illness
Mr. and Mrs. Richard Wells
are obliged to recall their invitations
for Wednesday the fifth of February

If a large dance or tea is merely postponed, the form may read:

Mr. and Mrs. Wells
regret extremely
that owing to the illness of Mrs. Wells
their dance is postponed

In case of a death in the family, it is not necessary to mention the bereavement. Friends and acquaintances usually know about it.

Chapter XXIV

LUNCHEONS

LUNCHEON is one of woman's favorite indoor sports, especially when followed by bridge or Mah Jong. The average family man approves of it also, as it makes his women happy without involving him. As a rule, men are invited to luncheons only when some eminent man is the guest of honor, and then the luncheon usually resolves itself into a Sunday breakfast. Men are really interested in luncheons only when they are stag affairs, given in honor of a man who is eminent in his profession or in business, or when his business organization, like the Rotary Club, or the Kiwanis Club, holds a noonday meeting.

There are two distinct types of luncheons, the sit-down luncheon and the buffet or stand-up luncheon. The latter service, however, is used only for very large affairs.

1. What is the correct form for luncheon invitations?

Unless a luncheon is to be very elaborate, given perhaps in honor of a visiting celebrity, the engraved invitation is not used. Even for a large luncheon, the hostess uses her visiting card.

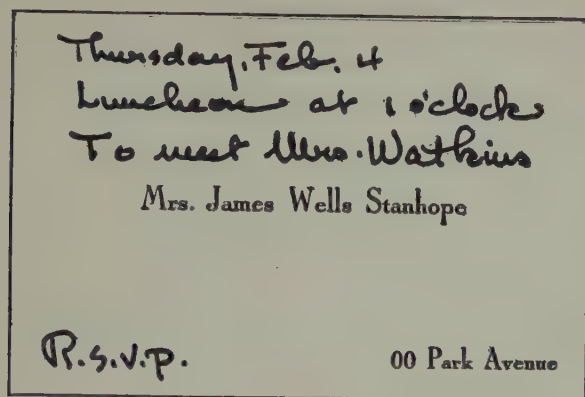
Thursday, Feb. 4
Luncheon at 1 o'clock

Mrs. James Wells Stanhope

R. s. v. p.

00 Park Avenue

If the luncheon is given in honor of another person, the latter's name will also appear on the card.



For an informal luncheon, a personal note is written and mailed about one week in advance.

If this luncheon is given in some one's honor, her name appears in the written note:

Dear Mrs. Morton:

Will you have lunch with me and meet Mrs. Watkins of St. Louis on Thursday the fourth at one o'clock?

Hoping so much that you can be with us,
Sincerely,

Mary Stanhope

Among friends, invitations for an informal luncheon are often issued by telephone.

In any case, the invitation must be acknowledged promptly.

2. *What preparations should be made for a luncheon?*

As a rule, decorations for a luncheon are very simple. The flowers are those found in any well-ordered home—ferns, potted plants with a few cut flowers here and there on the table. No music is provided unless the luncheon is in honor of a musician who is to give a program afterward. An orchestra is out of place. A dressing room,

properly equipped, should be provided for guests and, in a house where there are sufficient servants, a maid is in attendance. One of the household servants or a man supplied by a caterer should be in attendance at the door, but it is not necessary to have a man at the curb to open and close motor-car doors, neither is an awning necessary for a luncheon.

3. *What menu is served at a luncheon?*

Luncheon is now limited to five courses, and four are sufficient. It may be grouped thus:

First—A fruit course.

Second—A clear soup, for in this day of dieting, few women like a thick soup. If men are to be present, the second course may be eggs.

Third—Poultry, a small bird or delicate meat, with vegetables.

Fourth—A crisp salad.

Fifth—A dainty dessert.

After-dinner coffee and candy are also served.

For an informal luncheon the egg or soup course may be omitted.

The fruit course may consist of grapefruit or cantaloupe, in season, or the popular fruit cocktail, which consists of the various fruits in season, carefully cut, blended, and served ice cold. Strawberries, unstemmed and served in leaves, make a dainty fruit course. Soup, hot or cold, must be served in two-handled cups, with a teaspoon or bouillon spoon. In summer a clear soup may be served ice cold, a quivering, never a stiff jelly. The egg dish for a luncheon should be quite elaborate, such as eggs Benedict or hard-boiled eggs with mushroom sauce. Such an egg course should be followed by a plain broiled chicken, never a creamed dish. Fresh vegetables, like peas, string beans, or asparagus tips, are served with the meat course, and the potato is practically eliminated from the luncheon. An aspic salad may be served for an elaborate luncheon, but endive, hearts of lettuce, and romaine are preferred for a simple luncheon. The dessert is not necessarily ice cream,

as at a formal dinner, although it is often served for luncheon. Delicately flavored Bavarian creams, or custards, or diminutive French pastries, are often served in place of ice cream. In hot weather a fruit ice or mousse is an admirable dessert for luncheon.

In spite of the much-discussed dieting, hot breads remain an important feature of the luncheon. These should be the sort of roll or biscuit or even corn bread which your own cook makes best. For those who will not touch hot biscuits, the hostess provides very thin bread, roasted in the oven until it is curly light brown, very much like a glorified Saratoga chip.

At a summer luncheon at least one dish should be hot.

For the stand-up luncheon, when everything is served from a buffet, the menu should be simpler and each dish must be one that can be eaten with a fork alone. Knives are never used at a buffet luncheon.

For menus suitable to the buffet luncheon see chapter on "Preparations for Wedding Breakfasts."

4. *What beverages, in addition to coffee, may be served at a luncheon?*

In many old-fashioned homes of conservative people, tea is poured by the hostess at luncheon and chocolate may be brought in from the pantry if the hostess has the courage to offer it to her dieting guests. In summer a variety of beverages may be served at a luncheon. Iced tea may be prepared like a cup, with the addition of lemon, sugar, and diced fruits; or it may be plain cold tea in glasses half filled with ice, the lemon and sugar passed separately. Iced coffee is now very popular as a hot-weather beverage. It is served from a glass pitcher, on a tray that holds also a bowl of powdered sugar, a pitcher of cold milk, and a pitcher of thick cream. Each guest helps herself, pouring the coffee into tall glasses, half full of broken ice, adding sugar, milk, or cream as she likes, and stirring it with a long-handled spoon. In hot weather a fruit cup, combining grape or orange juice, sugar, ginger ale or carbonic water, finished with frosted mint, may be served.

5. How is the table set for a luncheon?

For the usual sit-down luncheon, a large table seating all the guests is used. For a large bridge or Mah Jong luncheon, tables seating four are sometimes used, but always in the dining room. For a sit-down luncheon, the best plan is a bare, highly polished table, with centerpiece and matching place mats. If the centerpiece is round, the place mats and smaller mats should also be round. Square or rectangular mats match the square or rectangular centerpiece. Any sort of linen with fine needlework and lace may be used. Just now there is a craze for colors on the



A Well-set Table for an Informal Luncheon

luncheon table, but these should be used with great discretion. The lunch napkin should match as nearly as possible the centerpiece and mats.

If Italian centerpiece and mats are used, the napkins should be of plain Italian linen with perhaps a bit of cutwork, embroidery, or a monogram in one corner. Fine linen and lace mats call for lunch napkins of sheer linen, hemstitched, with an initial or monogram in one corner. The lunch napkin is folded differently from the dinner napkin. First, it is folded twice—that is, in four thicknesses of the material, like a handkerchief—and laid on the place plate, with the embroidered or monogrammed corner pointed toward the outer edge of the plate—that is, toward the guest. Now take the point toward the outer edge of the plate and turn it under, diagonally across the plate, not in the center, but about one-third of the distance from the point. Next take the two side points and

turn them under and you have a roll, with the embroidered point up and turned toward your guest.

The decorations for the table follow those used for dinner, except that candles are not good form on a luncheon table. The centerpiece may be flowers or a silver ornament in the center, set off by four vases or bowls of flowers. The bisque garden sets of vases and balustrades, dressed with small flowers and vines, are very popular for luncheon. On the four corners there should be small low dishes filled with flowers, or compotières filled with ornamental candies. Almond paste made into the forms of tiny fruits and vegetables is very popular for luncheon.

The table is set as for dinner. (See Chapter XII, "Dinners.")

When hot rolls are served, the bread-and-butter plate and silver butter knife or spreader are required and are placed just beyond the forks.

When there is only one servant to cook and serve the luncheon, the butter made into balls or cut into squares is placed on the bread-and-butter dish before the luncheon is served. When both cook and waitress are on duty, the waitress passes the butter as she does other dishes.

If place cards are used, they may be laid beyond the plate, on the edge of the mat, or on top of the napkin. Small peppers and salts are set at alternate places, about midway between them, so that guests on both right and left can use them. Salted nuts may be served on two oblong dishes or baskets of silver or crystal on either side of the centerpiece, or, if the hostess has them, small individual dishes of silver, crystal, or china may be used, in which case the nut dish will be near the bread-and-butter dish. Olives, radishes, celery, condiments of any sort are served from the side table.

6. How is the luncheon served?

In the average home, with a cook and waitress, the service should be simple. Water glasses should be filled immediately before luncheon is announced. After the place plate has been removed, another plate is substituted, and on this is placed the first course, fruit in glasses, or soup in a

bouillon cup. In the latter case, the cup and saucer are placed in the center of another plate, not on the service plate.

When the fruit or soup course is removed, a warm plate for the eggs or meat course is set before the guest, and this change of plates is made for each successive course. In other words, there is always a clean plate before the guest, except after the salad course, when the crumbs are removed.

The dishes are presented by the waiter or waitress at the left of the person served, and plates are removed from the left also. Glasses are filled from the right, where additional knives are also laid. Additional forks are laid at the left. Dessert spoons are brought in on the dessert plates.

If there is one waitress, she serves the hostess first and then proceeds to the right. If there are two waitresses, they start at opposite ends of the table, each proceeding to her right, serving only one side of the table. The rolls are served after the soup course—that is, with the egg or meat and vegetable course. For the correct manner for the waitress to present a dish, see Chapter XII, "Dinners."

Cheese and crackers are often served with salad, but this is not necessary. There are two ways of serving dessert, as at a dinner. See Chapter XII, "Dinners."

A small, sweet-scented flower may be placed in a finger bowl for a luncheon. Little Japanese flowers, made of vegetable fiber and exquisitely tinted, are sometimes used, and their action in the water furnishes a topic of conversation.

If tea or chocolate or cold beverages are served, they are drunk at the table. Coffee *en demi-tasse* is served in the drawing room.

7. *Where do guests leave their wraps?*

Men leave their coats, sticks, hats, and gloves in the hall or in the dressing room if their number justifies having a dressing room set aside for them.

Women leave their outer wraps in the hall or dressing room, but wear their hats and gloves and even their fur neckpieces into the drawing room. Women never take off

their hats at a luncheon party, but they take off their gloves either in the drawing room or immediately on sitting down at the table. A woman may keep on her veil, provided the lower edge is turned up above the nose, but the average woman usually removes it because it improves her appearance to do so.

8. *How does the hostess receive luncheon guests?*

It is not necessary for her to stand at the door of the drawing room, but she usually sits near the center of the room, where she can see each new arrival. If she has a butler, he announces each guest's name and then stands aside. A waitress does not announce names. As the guest enters, the hostess rises, or, if she is already standing, she takes a step forward and extends her hand, saying, "I am so glad you could come," "How do you do?" or any other courteous greeting. If the guest is a stranger to earlier arrivals, the hostess introduces her to one or more of the women already present.

9. *How is luncheon announced?*

The butler or waitress, having been told the number of guests expected, knows when the last one has arrived. He or she then enters the drawing room, bows slightly to the hostess, and quietly announces, "Luncheon is served."



"Luncheon Is Served," Announces This Well-dressed Waitress

10. *How long should a hostess wait for a tardy guest?*

This is entirely for the hostess to decide. Many women will not permit a luncheon to be ruined for eight or ten guests because one person is late. On the other hand, if she has reason to believe that it is merely a matter of five

or ten minutes, the hostess will wait that length of time. If the other guests have been seated and the luncheon is being served, the tardy guest will be shown to the dining room by a servant, will speak a few words of apology to her hostess, take her place, and start eating with the course that is being served at the time of her arrival.

11. In what order do guests go to the dining room?

If there is a guest of honor, she walks beside the hostess, who leads the way into the dining room, the other guests following in twos or threes. Very young women always permit older women to go first, and, if men are present, each walks with the woman to whom he happens to be talking when luncheon is announced. Men do not have "partners" at luncheons and never offer their arms to women in entering the dining room for luncheon, unless the latter are very old.

12. Who gives the signal for leaving the luncheon table?

The hostess rises, as she does at the conclusion of dinner, and leads the way to the drawing room or living room, and the guests, when they have collected their gloves and hand bags, follow her.

13. How long do guests remain after a luncheon?

If invited for bridge or Mah Jong, they frequently remain for the entire afternoon, or at any rate until the game is over. If there is no game, guests are free to leave in twenty minutes. One woman rises and says good-by to her hostess, who also rises to shake hands. If there is no servant stationed at the door, the hostess rings the bell for a servant to open the door for the departing guest.

14. Do all guests leave at once?

Practically yes, unless specially invited by the hostess to remain for a specific purpose. The long-lingering guest need not be surprised to have her hostess announce that she has another engagement and beg to be excused.

15. What service is used for a buffet luncheon?

The same service and menu used for a wedding breakfast, omitting, of course, the wedding cake and decorations.

16. What do guests wear at a luncheon?

What are known as "smart day clothes," even handsome tailored suits, dress hats and wraps. See Chapter XVI, "Dress for All Occasions."

For a Sunday luncheon men wear the cutaway coats which they have worn to church; on week days their business suits, with stiff or pleated bosom shirts and a starched collar. In the country everybody wears the popular country clothes. See Chapter XIV, "Dress for All Occasions."

17. What does the hostess wear?

A handsome day frock of cloth, silk, or velvet in winter; silk or wash material in summer. At the present writing, the fashionable woman wears a hat, whether she gives a luncheon in her own home, a hotel, or a club.

18. What do servants wear?

A butler wears what are known as morning clothes—gray striped trousers, high black waistcoat, cutaway coat, black tie. The waiters supplied by a caterer may wear dress suits.

The waitress and other maids wear black, gray, or white uniforms, according to the season, white aprons and caps.

19. Is it possible for a hostess with one maid to give a luncheon?

Yes, and it is done with great success. The menu should be chosen so that the different dishes can be prepared in advance, hot dishes kept in a warming oven, and cold dishes in the refrigerator. If the maid is permitted to serve deliberately and the hostess does not become nervous at trifling delays, the meal will go off very smoothly. At such a luncheon, celery, radishes, and nuts are all placed on the table and the guests pass them to one another.

20. When a woman's club gives a luncheon, who acts as hostess?

The president of the club, unless the luncheon is given in her honor, in which case the chairman of the day, or of the special committee or department that is giving the luncheon,

acts as the hostess, and the president fills the rôle of honor guest.

21. *Are corsage bouquets or other favors used at luncheons?*

Rarely in private homes, but they are presented to guests of honor at luncheons given by organizations or clubs.

Chapter XXV

MOTORING

WITH the increasing popularity of the automobile and the natural wish of its owner to share its pleasures with friends, new rules of etiquette have come into existence to govern motoring as a social aid. A few of these rules are founded on expediency, but most of them on inherent courtesy and common sense. It would seem, therefore, that the least experienced of motor hosts and guests would recognize these rules, but such, alas! is not the case. For every motor host who is boorish in his disregard for a guest's comfort, there is a motor guest whose conduct is selfish and annoying. To car-owners whose friends decline his invitations, and to motorless persons who rarely receive a second invitation, we commend for earnest consideration the answers to the questions which follow.

1. What is the first duty of a motor host?

To learn the rules of the road and abide by them. No one enjoys riding with a driver who is liable to accident or arrest for speeding, crowding, making the wrong turn, crossing from the wrong side, or disregarding signals.

2. How should motor guests be seated?

By consulting their preferences and making them comfortable. Don't seat a neuralgic old lady in front with the windshield down, nor inclose a hale and husky youth in an air-tight limousine body. Don't seat a guest on the sunny side for a long drive on a scalding-hot day, nor put him where he will get all the icy air in midwinter. If a guest prefers the front seat beside the driver, whether the latter be host or chauffeur, give it to him. If he prefers sitting in the back, yield to his wishes. To give the guest, or guests, the maximum amount of comfort and pleasure is the one great rule of correct seating.

If you do not wish your guests to be comfortable and enjoy the ride, do not invite them to share it with you.

In seating guests in a limousine, the host or hostess reserves for his or her personal use the position nearest the speaking tube, to give instructions to the chauffeur. When the seats have been assigned, the host or hostess usually stands aside and allows the guests to enter the car first.

3. *Who selects the route, host or guests?*

If the drive is purely for pleasure and the guest is ignorant of routes, the choice rests with the host's better judgment. If the drive is for some definite objective and the guest wishes to see special towns or points of interest on the way, the route is usually determined by the guest's desires. If his plan is, however, inconvenient, a guest should not insist upon its being followed. It might be mentioned here that the guest or host who turns a pleasure drive into a matter of convenience, stopping for errands at store, or office, or mill, is selfish and bad mannered. Many a drive is turned into a marketing and shopping excursion, the car is piled with bundles, and the effect of any real interest or pleasure is absolutely destroyed. If you are a motor host, do your shopping before calling for your guests. If you are a motor guest, it is extremely rude to make a convenience of your friend's car.

4. *How are invitations for motor drives or trips given?*

The invitation for a drive is usually telephoned or given verbally in person. The host should name the hour of starting, the route, the destination, and the hour of return, with absolute definiteness, even for a very short drive. For instance: "Would you like to start at two o'clock and take in that auction sale at Blanktown? We can be there by thrée, stay two hours, and be back by six." If the guest says he must be back by five, they may agree to shorten their stay, but unless they are intimate friends, it is never the right of the guest to name hours. If he cannot remain away as long as his host plans, he must refuse the invitation.

Invitations for a long trip, lasting several days or weeks, are usually given in person or by note. To ask guests for a

motor trip presupposes a friendship of considerable intimacy, based on congeniality of tastes and temperament. It is madness to ask a guest for a long motor trip unless your acquaintance has stood the test of a short one. If the Browns, who like to drive fast in an open car, invite the Smiths, who like to putter along slowly in a closed one, a very unpleasant time will be had by all concerned.

5. *How are expenses of a trip divided between guest and host?*

Strictly according to previous agreement. Sometimes a group of friends will decide to motor together, share and share alike in all bills, including repairs, gasoline, hotels, and lunches by the way. Again, a host will agree to drive and furnish all maintenance for the car, but each guest pays his own hotel and food bills. No matter what agreement you make, have everything perfectly well understood beforehand, preferably by an exchange of letters. This may save hard feelings later, as the grafting motor guest is not unknown.

When the motor host suggests taking guests to an inn or tea room, for the drive and a meal, he is expected to pay the check when it is presented. If he does not intend to act as host at the restaurant, as well as for the drive, he should make his intentions quite clear by saying something like this: "How would you people like to drive out to Port Royal for dinner—Dutch treat?" Each man in the party then understands clearly that he will pay for whatever he may eat, also the check for his wife or fiancée. Nothing could be in worse taste than to invite guests for such a trip, and then look expectantly from one to the other when the check is brought to the table.

When, however, a well-to-do host and hostess invite less wealthy friends for a trip, taking them to expensive hotels and roadside inns, the host and hostess should bear all expenses, just as if the guests were on a visit in their house. In such a case the only expense to the guests would be the same as on a house party—their hotel tips and a generous tip to the host's chauffeur, if the host is not driving the car himself.

6. *What is the correct clothing for a long trip?*

The clothing must be chosen with reference to the time of the year, the route, and the objective. Obviously, a camping party will not require the same clothes as a party

touring the fashionable sea-shore or mountain resorts.

A man usually wears a tweed sport suit, soft shirt, and soft hat in the car and takes a rain-proof ulster for cool and wet days. Sport hose and low shoes, and, if the weather is chilly, a woolen scarf and loose heavy gloves will be



Which of These Two Girls Is Properly Dressed for Motoring? And What Man Would Want the Girl with the Picture Hat in His Roadster. Small Wonder She Is Playing Alone



needed. In his bag he will take his toilet kit, another suit, dinner clothes, if they will be required, the necessary linen, and another pair of shoes.

Women should choose clothing that will not crush nor show dust. Dresses of kasha or jersey cloth for cool days, crêpe de Chine or roshanara for warmer ones, in a beige or sand color, made in one-piece loose style, with matching scarf, are all good for motor trips. Wear comfortable shoes which will not be ruined if you have to get out and walk a mile or so sometime during the trip. A rain-proof cape or loose coat to

match or harmonize with the dress, a small plain hat that shades the eyes in front, but is either short or very soft in the back, so that the head can rest comfortably, and a chiffon veil in green or blue to give eye shade in a glare, should be part of the outfit.

For rough camping trips the sporting-goods shops offer special clothes of khaki and denim, knicker suits, sport shoes and stockings. There both men and women can be outfitted for any sort of trip.

If the trip includes stops at hotels, the woman motorist takes a simple dinner dress of uncrushable crêpe or of lace, with suitable slippers.

A cleansing and softening lotion or cold cream should be in every motorist's outfit to use after a day in the wind, dust, and sun. These are far more efficacious than soap and water and better for the skin.

7. Should children be included in motor parties?

Not when you are inviting adult guests. Many a fond parent so loads his car with small children that the guest perforce becomes nurse and attendant and arrives home more fatigued than when he started. Or an adult guest may appear with little Tommy and remark: "I knew you wouldn't mind! He does so love to ride in a car."

Little Tommy thereupon becomes a destructive, nerve-racking nuisance.

Unless children are unusually well behaved, and personally known and liked by the guest, leave them at home and arrange a drive for your family at some other time. If you are a parent and are asked for a drive, unless your invitation specifically includes little Tommy, you have no right to bring him, and you are extremely rude to do so.

8. What is the best hamper lunch for motoring?

Food that can be easily digested. A hot or cold drink in a thermos bottle, sandwiches, stuffed eggs, fruit, simple cake, form the usual lunch, and a very good one, too. With a little camping stove bacon, steak, or chops can be broiled and eaten with bread and butter, or a hot dish of some favored variety may be taken in a vacuum container. This necessitates plates and forks and spoons, however.

An inviolable rule governing all motorists who lunch by the roadside is that they shall clear up all debris, leaving no disgusting litter of tin cans, cracker boxes, and pickle jars to advertise to the world that ill-mannered, selfish people have eaten there. If you have had a fire, extinguish every smallest spark, lest a conflagration ensue. Take your waxed-paper wrappings and box home with you and burn them in the kitchen stove. Take your empty tin cans and olive bottles home, too, and dispose of them in the usual way. Do your part in keeping the countryside clean and attractive. After all, it is your country, an open park for your pleasure. Why then spoil what is your own?

9. *Are there any rules of the road governing motoring other than those concerning the mechanical operation of the car?*

There are various unwritten rules, chief of which is to respect other people's property. It is an amazing fact that motorists will frequently enter private grounds, picnic there, break down valuable trees and shrubs and plants, steal flowers and fruits from trees, and in general behave more like hoodlums than responsible human beings. Arrest and a jail sentence might end some of this petty stealing, and property owners should prosecute to the fullest extent of the law all trespassers guilty of such misdemeanors.

Even breaking trees and flowering shrubs along the roadside, other than a few sprays, should be refrained from. Those who have seen the long procession of cars returning to the town and city on Sunday evening laden with wilted pitiful branches of dogwood, azalea, locust, and alder—which will not be used for decoration, but thrown into the rubbish heap—know the peril of our native wild flowers from the greedy, ignorant motorist who breaks off at random and in great quantities, leaving the bushes broken, maimed, and dying. Fortunately, garden clubs and societies for the preservation of natural beauty are now alive to these crimes against our American flora, but every individual motorist ought to do his best to stop it also.

Chapter XXVI

MUSICALES

THE musicale is a flexible form of entertainment, which may be given at almost any hour of the day. At fashionable resorts, the *matinée musicale* is given as early as 11 A. M. and it frequently follows the Sunday-morning breakfast, which is served at twelve o'clock noon. A musical program by well-known artists is considered a dignified climax to a formal dinner, yet, on the other hand, the musicale may be given as an entirely separate function, a supper being served after the program.

A wealthy hostess may engage a famous musical artist to entertain her guests, paying anywhere from five hundred to several thousand dollars for his services, or a socially prominent woman may give a musicale to introduce or to encourage a young artist. A musicale may be given in the drawing room or music room of a private home, but it is equally correct to give it in the ballroom of the hostess's club or of a hotel.

1. *What is the correct form of invitation to a musicale?*

Unless it is a very formal affair, a hostess uses her general invitation, or visiting card.

Mrs. James Henry Stanhope

requests the pleasure of

company at a musicale

on Thursday the fourth of February

at four o'clock

00 Park Avenue

<p>Thursday, Feb. 4</p> <p>Musical at 4</p> <p>Mrs James Henry Stanhope</p> <p>R. s. v. p.</p> <p>00 Park Avenue</p>
--

If the program follows dinner, she may write "Music" on the corner of her dinner invitation thus:

Mr. and Mrs. James Henry Stanhope

request the pleasure of

Miss Greenway's

company at dinner

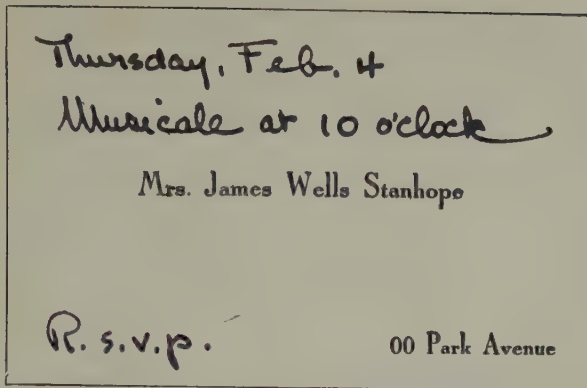
on Thursday the fourth of February

at eight o'clock

at 00 Park Avenue

Music

If she invites a dozen or more friends to luncheon or dinner and from fifty to a hundred for the music afterward, she sends to the latter guests her card, thus:



For an informal breakfast, followed by music, her visiting card, a note written long hand, or even a telephone invitation is permissible.

An invitation to a musicale requires a reply.

2. How is the invitation list made out?

If a very famous artist is to appear, almost anyone on the hostess's visiting list will welcome an invitation. If, however, the musicale is given to assist a young artist who has not yet "arrived," she will invite those who will be of the greatest benefit to the budding career. In that case the young artist should have the privilege of suggesting additional names. If the invitation list is small, the hostess will be careful not to include guests who are not interested in music.

3. How should rooms be arranged for a musicale?

If there is no music room, the large drawing room should be arranged as nearly as possible like a concert hall. A high-ceilinged room is preferable. In a large room, a temporary platform or stage can be used to advantage. It can always be rented from a caterer or piano company. Allow as much space as convenient between the artist and the first row of chairs. Never place an artist in front of a window by day, or against bright lights in the evening. The piano should always be placed so that the player has the audience on his right side, and when the artist is a singer or a violinist, the accompanying piano should be on the

soloist's right and on the same level. Ample lighting must be given the accompanist.

A sufficient number of chairs should be supplied so that all guests may be seated. These also can be rented from a caterer.

There should be dressing rooms for the guests and a dressing room for the artist. Artists should never be asked to put the finishing touches to their toilettes or to await the program in the presence of the guests.

4. What decorations are used for a musicale?

As few as possible; a few palms and ferns, but never flowers, as the heavy scent usually annoys artists, especially singers. Cut flowers may be used in the dining room, but not in the music room.

5. Are printed programs provided for musicales?

Programs are usually supplied when there is a large number of guests or if the affair is given for charity. For a small informal musicale, the host or hostess announces the numbers, or requests the artist to do so. Announcements for singers and violinists are usually made by the accompanist. No member of the family should attempt to make these announcements unless he is fairly familiar with musical names and expressions. Nothing is more distressing to musicians than to hear musical terms mispronounced.

6. What refreshments are served, and how?

This depends entirely upon the hour and the number of guests. In summer, at a very large gathering in the interests of a young musician, punch, sandwiches, and small cakes may be served for either afternoon or evening; tea, coffee, and sandwiches in winter. For a large and formal musicale, afternoon or evening, the refreshments are the same as those served for a tea or for an evening reception. See Chapter xxxii, "Teas," and Chapter xxxix, "Weddings."

The punch bowl, with the sandwiches and cakes, may be arranged on a table or a sideboard in the dining room, and the refreshments are passed to the guests in the music room by servants or waiters supplied by the caterer. At the

conclusion of the musical program, guests may leave their places, and the affair then takes on the character of a tea or evening reception.

7. *What servants are required for a musicale?*

An attendant at the curb to open and close carriage doors.

A door man.

A servant in each dressing room.

A sufficient number of waiters to handle the refreshments.

8. *Where does the hostess receive her guests?*

If the musicale is not preceded by dinner or breakfast, the hostess receives guests inside the door of the music room or drawing room, standing.

If the musicale follows a breakfast, luncheon, or dinner, and additional guests are invited, ample time should be allowed for the service of the meal. If the first guests for the musicale arrive before dinner is over, the hostess should not leave her dinner guests, but the early guests go at once to the music room or drawing room, where they are greeted by the hostess when she comes from the dining room. She then takes her place at the entrance to the music room and greets the later arrivals. When the hour set for the program arrives, she takes a seat, the door is closed, and late comers are not admitted except between numbers. The hostess need not greet late comers until an intermission or the conclusion of the program.

9. *What courtesies are shown the artists?*

An artist is shown every courtesy and consideration before the program, and at its conclusion he is treated like a guest. If for any reason he does not wish to remain in the music room to meet the guests, the hostess will see that refreshments are served to him and his accompanist in another room.

When the artist does remain in the music room, guests will make a point of expressing their pleasure and appreciation of the music.

10. When and how is the artist paid?

In the dressing room, before the beginning of the program, by the host or hostess, or a secretary.

11. What is the correct dress for musicales?

This depends upon the hour of the day. For a morning matinée, a smart tailored suit or day dress; for afternoon musicales, clothes that would be worn to a luncheon, tea, or reception; for an evening musicale, the correct evening clothes. See Chapter XIV, "Dress for All Occasions."

Chapter XXVII

RECEPTIONS

AMONG the ultra-fashionable it is said that the reception no longer exists. Its place has been usurped by the dance or tea. However, there are certain occasions when the term "reception" serves better than any other, and many conservative and well-established families continue to give receptions to mark special events, like an anniversary, the presence of a distinguished guest in their home, the convening of some society in their city, or the opening of the social season.

For such an occasion, the hostess decorates her house as for a ball, brings forth family plate and jewels and possibly enlarges her invitation list to include the season's *débutantes*, brides, and eligible newcomers to the city. It is needless to say that invitations for the event are eagerly sought.

A reception may be given either at night or in the afternoon.

1. For what occasions are afternoon receptions given?

To introduce a *débutante* or a newly acquired daughter-in-law; to give local women an opportunity to meet a visiting celebrity, or to see the work of an artist or sculptor; to hear a famous author read from his works; to honor women delegates to a convention.

2. For what occasions are receptions held in the evening?

Whenever it is desired to have the older men present, because few American business men can or will attend an afternoon party. The occasion may be the presence in the city of a distinguished author, traveler, scientist, artist, clergyman, or statesman; a wedding anniversary; or the social introduction of a daughter to the old friends of her parents. Receptions are also given by individual hosts and

hostesses in honor of delegates and distinguished visitors to a convention; in college towns to members of the faculty and student body and in honor of visiting educators. They are an outstanding feature of club and church life.

3. *What is the correct wording for invitations to receptions?*

For a very informal reception, afternoon or evening, the hostess has invitations especially engraved, thus:

Mrs. James Wells Stanhope

Miss Hortense Stanhope

will be at home

on Thursday the fourth of February

from four until six o'clock

Nought Nought Park Avenue

For an evening reception in honor of a visiting celebrity the invitation should read thus:

To meet His Excellency the Governor

Mr. and Mrs. James Wells Stanhope

will be at home

on Thursday the fourth of February

from eight-thirty to eleven o'clock

Nought Nought Park Avenue

For a less formal afternoon reception, the hostess uses her visiting card, thus:

To meet Mrs. Watkins

Mrs. James Henry Stanhope

Thurs. Feb. 4

4 to 6 o'clock

R. s. v. p.

00 Park Avenue

An invitation to a reception must always be acknowledged if the letters R. s. v. p. appear on it.

4. *What preparations are necessary for a reception in a home or hotel?*

The floral decorations are practically the same as for a ball or a formal tea. While it is not necessary to clear the room as for dancing, it is well not to have it crowded with furniture, thus allowing guests opportunity to move about. A small string orchestra should be engaged to provide music which is of a higher quality than dance music.

For afternoon, the same refreshments are served as at a tea. See Chapter xxxii, "Teas." At an evening reception either a sit-down or buffet supper may be served. See Chapter xi, "Dances."

Dressing rooms for wraps must be supplied for both afternoon and evening receptions. See Chapters xi, "Dances," and xxxix, "Weddings."

5. *Who receives with the hostess?*

Always the guest in whose honor the reception is held. If it is an out-of-town celebrity, he stands next to his hostess to be introduced. See Chapter xxi, "Introductions."

A débutante daughter or a new daughter-in-law stands next to the hostess also.

At an evening reception, given in honor of a wedding anniversary, the husband receives with his wife. At other

receptions he moves about among the guests as he would at a dance or tea.

6. *What customs govern a wedding reception?*

See Second Part of Chapter xxxix, "Weddings."

7. *What does the hostess say in greeting her guests at a reception?*

"So good of you to come," or, "I am so glad you were able to come and meet Professor Wiseacre." The guest is then introduced to the personage in whose honor the reception is held, after which she moves on to greet other friends, exactly as at a wedding reception.

8. *How long does a guest remain at a reception?*

For at least a half hour, during which time she will make herself agreeable to other guests, doing her part in making the reception a success. She also makes a point of speaking to the guest of honor and showing that she knows something about his achievements. If the reception is given in honor of a *débutante* or bride, the guest will wish the young woman happiness during her first social season, or in her new home.

9. *Is it necessary for a guest to speak to her hostess before leaving a reception?*

Unless it is a very large affair and the hostess is absorbed in receiving late arrivals, the guest will always express appreciation of the pleasure she has had.

10. *What is worn at an afternoon reception?*

Just what would be worn to an afternoon tea. Women wear their hats in the drawing room.

11. *What is worn at an evening reception?*

Evening clothes. The women wear no hats, whether the reception is held in a home or a hotel, because, for the time being, the ballroom of the hotel is the home of the hostess.

12. *What customs prevail at a church reception?*

The most important factor in the success of a church reception is a reception committee which will really function.

The chairman of the committee, man or woman, will stand near the entrance to the church parlor to receive arrivals, and other members of the committee will take turns in assisting the chairman. If a new pastor and his wife are to be introduced to the members of the congregation, they will stand next to the chairman of the committee in the receiving line and be introduced to each guest. If the reception is held in honor of newly elected officials or the organist, and members of the choir, they should be in the receiving line.

Proof that such arrangements and courtesies may be lacking was given at a reception announced by one of the wealthiest congregations in New York City in honor of its quartet choir. Three of the four singers were strangers to the congregation. After the singers had entertained the church members with a fine recital, the audience adjourned from the auditorium to the church parlors for a "reception." A committee of prominent women who would have known just what to do in their own homes failed ignobly as hostesses in the church parlors. They had supplied beautiful floral decorations and delicious refreshments, but no one had thought to form a receiving line and introduce the new singers to the church members. The singers stood, self-conscious and embarrassed, for a time, then retired to a dim nook, where they were discovered by the organist and his wife, who personally served them with refreshments.

A reception in their honor and no introductions, not even flowers for the soprano and contralto!

If the reception is in honor of new members, the reception committee should make it their business to introduce the newcomers to the older members, even though the former do not stand in the receiving line.

These same customs apply to receptions given by clubs, fraternal and business associations. A social gathering in which old friends group themselves selfishly for a pleasant evening, partake of refreshments, and then take their departure without making any effort to meet newcomers, or even those for whom the reception is given, is bound to be a failure.

Chapter XXVIII

SERVANTS

SOME one recently said that it is ridiculous to talk or write of how servants should be treated, because very shortly here in America there will be no servants to treat in any way. Certainly this situation is desperate. Everywhere there are complaints of high wages for indifferent service, dishonesty, ignorance, impertinence, and so on and so on. The day of the maid who did the washing, cooking, scrubbing, chamber work, and nursery attendance for five dollars a week has vanished forever. The better class of native women will not go into service because of the long hours and the social stigma attached to such work. Possibly the solution is standardizing household labor until it is handled by groups of experts on an hourly basis of time and payment. But since that millennium has not arrived, the subject must be dealt with as conditions are to-day.

It is not too much to say that a trained mistress makes a good servant. The woman who does not know how household work should be done, who is not fair in her demands, nor thoughtful in her behavior, will never have good service or a comfortable home.

Household service is too often underpaid. Many a woman who wears very expensive clothes will pay her cook niggardly wages and then wonder why the servant is dissatisfied. Good service is priceless, for it has in it the elements of personal loyalty and liking which are the servant's greatest tribute to her mistress. Be as liberal with money, therefore, as you can, and do not forget for a moment that servants are fellow creatures, very much like yourself in thought and feeling. You will be more than rewarded for adopting this point of view.

1. *How many servants are required in apartments and houses?*

The number of servants is in proportion to the size of the home and the habits of the family.

In a small apartment or house of the bungalow type, when the family of two adults entertains moderately, a general houseworker can give good service, with the aid of a waitress, secured at a part-time employment bureau, for special dinners or luncheons.

For a larger family, living in a small apartment or house, a second maid is added to the general houseworker, or a part-time laundress. If there are children, a nurse replaces the second girl, with a part-time laundress.

For perfect service in a house or apartment of moderate size, three servants are necessary—cook, waitress, and butler-houseman. For an apartment of eight to twelve rooms, or house of equal size, a laundress must be added, and a second girl who acts as chambermaid replaces the waitress, the butler serving at the table.

In larger houses the number of servants mounts rapidly. The cook may demand a kitchen maid, the laundress may be needed for full time, the upstairs work may need two or more girls, the butler may do nothing but a butler's work, making a houseman necessary in addition. A lady's maid, a valet, one or more nurses, and a governess for the children will bring up the number to fifteen, twenty, or more, needed in great establishments. The mistress of such a force, however, wisely employs a housekeeper and gives all orders through her, holding her responsible for the entire running of the house.

2. *What are the duties of a general houseworker?*

This term covers cooking, washing, waiting on table, chamber work, cleaning. The mistress of the house does the marketing and usually makes the desserts and the salads, and on wash days prepares luncheon. She may also do the chamber work and dusting; indeed, it is almost impossible for one pair of hands to do all the "general" work. The general houseworker should be supplied with uniforms of colored cotton, and gingham aprons for morning wear, and

a uniform of black with white apron for waiting on table at dinner. She will not change to her black uniform when waiting on table at luncheon, but will merely take off her gingham apron and put on a white one. In summer the afternoon uniform may be white, if the maid does not object to the additional laundry work.

3. *What are the duties of a cook?*

The cook is supreme in the kitchen. It is her own domain. As she works in it, she arranges it as she likes—and



Supply Your One Maid with an Attractive Uniform and She Will Have More Respect for Her Job and for YOU!

she keeps it clean, even to mopping the floor. She washes the shelves, the tables, the refrigerator, and if there is an auxiliary room where food is stored, she keeps that clean also. She usually writes the menus for meals and submits them to her mistress, makes a list of supplies, and does the ordering unless her mistress prefers to do that herself. If the home is at such distance from markets that no order clerks call, the houseman often takes the list to market and brings back the supplies.

The cook prepares all the meals, and if there is no butler or waitress, the cook washes the family's dishes. She also prepares the meals for herself and other servants, sets the

servants' table and washes all of those dishes, and all of the pots and pans. She answers the basement bell.

Her uniform is white and she wears a white apron.

4. *What is the work of a kitchen maid?*

A kitchen maid is assistant to the cook. She starts the fire, prepares vegetables, cleans the pots and pans, scrubs the kitchen, sets the servants' table, and washes the servants' dishes. She wears a uniform of colored cotton stuff and a gingham apron.



An Excellent Uniform for the Upstairs Maid Who Acts as Dressing-room Attendant When Her Mistress Entertains

5. *What is the work of a butler?*

He has charge of the dining room, pantry, and parlor floor, cleans and takes care of the silver, lays the table for the family's meals, waits on table, clears the table, and keeps his own domain clean, with the exception of washing the windows. He answers the upper entrance hall bell and the telephone, serves tea, carries up breakfast trays, arranges flowers, frequently makes salads.

Sometimes a butler is also steward, plans menus, and does the ordering, hires and discharges under-servants.

Sometimes the butler combines his duties with that of houseman, in which case he cleans and dusts all of the house



The White Linen Jacket Is Worn by the Colored Man or Oriental Who Acts as Waiter in a Small Establishment

except the bedrooms and kitchen, polishes all metal, washes windows, tends the furnace, keeps the street front clean.

Sometimes, and very frequently indeed, the butler must act as valet and polish shoes, brush and press clothes, lay out his master's evening clothes, and pack bags for traveling.

In simple establishments, especially when the butler is a colored man or an Oriental, he wears a plain dark suit with alpaca coat for morning, and puts on a white linen jacket to serve meals.

Heavy straight aprons of dark green baize are supplied to him for pantry work.

Where the white jacket is not liked, and in larger houses, the butler wears a dark gray or black sack suit in the morning, and to serve luncheon he dons striped dark gray trousers, high black vest, long-tailed black dress coat, white shirt, black tie. In the evening he wears a full-dress suit, with a white lawn tie and a black vest.

6. *What are the duties of a houseman?*

The houseman supplements the butler or the waitress. He opens the house in the morning, takes care of the furnace, washes windows, cleans all brass and metal work, scrubs woodwork, polishes floors, cleans and dusts halls and downstairs rooms, carries wood for open fires, moves heavy furniture, puts on and takes off window screens and awnings, makes small repairs, polishes shoes.

The houseman wears a dark plain suit and heavy washable straight aprons of dark denim.

7. *What is the duty of the waitress?*

In houses where no butler is kept, the waitress takes his place. She must take care of the dining room and pantry, lay and clear table for the family's meals, wash the family dishes, clean the silver.

If there are only two servants, waitress and cook, these two alternate on days out, and the waitress also must do the chamber work—that is, take care of the bedrooms.

The waitress wears a morning uniform of cotton—solid-color blue, gray, or lavender, with large white apron. To serve luncheon and dinner she wears a black or gray uni-

form with collar and cuffs of sheer white, and a small afternoon apron. A cap is optional. Some girls look well in them and do not mind wearing them. Others dislike them, and to some they are unbecoming, but neat, well-combed hair should be insisted on, whether the maid wears a cap or not.

8. *What is the duty of the upstairs girl?*

She takes care of all the bedrooms and the attached bathrooms, polishes faucets, scrubs the tiles, supplies clean linen, soap, and so on. She sweeps and dusts the bedrooms, hangs up clothing, puts dressers and tables in order, makes up the beds and puts their day covers on them, and removes these covers and opens the beds for the night after everyone has gone down to dinner.

The upstairs girl has a cotton uniform and white apron like the waitress, and an afternoon uniform of the same black with a small white apron.

9. *What are the duties of a nurse?*

She looks after the children, attends them at their meals, takes them out, does their mending, bathes them, dresses them, puts them to bed, according to whatever régime is laid down by the mistress of the house. Often she washes the children's underwear.

The nurse may not wish to wear a uniform, but will prefer to have wash dresses and big aprons for morning, and in the afternoon a white waist and black skirt with a long coat, when she takes the children out.

The nurse has a hard position, but she often makes every other servant's life miserable by exactions and impositions. Every mistress should be on guard for this sort of thing and insist on fairness and on the nurse's not increasing the burden of work for the others.

It is needless to say that a nurse must have the best of references and be a person of superior character, for she comes in contact with children at their formative age.

10. *What are the duties of a valet?*

He keeps his master's clothes in order, cleans, presses, takes entire charge of his wardrobe. He lays out the

clothes to be worn, cleans, presses, and puts away worn garments, polishes shoes, puts buttons and links in shirts, and, in most cases, buys small accessories, such as garters, dress ties, stockings, and shoe laces for his master. Some men expect the valet to start their bath and to shave them, but most men, unless very old or sick, do not care for such attention.

The valet packs trunks and bags, buys tickets, and goes on small personal errands. He is accustomed to give the same attention to any men visitors in the house as he does to his master.

The valet does not wear a uniform, but a plain dark business suit, white shirt, and plain black tie.

II. What are the duties of a lady's maid?

Personal attendance on her mistress, care of her clothing, hair-dressing, manicuring, and frequently massage as well. She must have all her mistress's clothes, except her dress, ready for her in the morning when she rises, draw her bath, do her hair, help her to dress, and get her orders for the day as to what gowns will be required. She cleans and presses gowns, brushes hats, does fine mending, and sometimes makes negligées and lingerie, sends soiled things to the laundry, puts them in place on their return, and keeps everything on dressing table and wardrobe immaculate.

The lady's maid must be an expert packer, and be able to look out for herself and mistress when traveling. She should know how to relieve headache, "nerves," fatigue, and minor ailments.

If the mistress is going out, the maid is supposed to wait for her as late as midnight to help her undress. If the hour is later, most women have the humanity not to require attendance, or, if they must have the maid's services, they see that she can at least have a chance to rest in their absence.

The lady's maid gives attendance to women visitors in the house who do not bring their own maids. She also attends the women guests at dinner parties or other social affairs given in the house.

The uniform for a lady's maid is white wash waist, plain black skirt, white apron. For traveling, a long black or

gray coat and plain black hat are added, and the white apron is changed to black taffeta or left off altogether.

12. How should servants' rooms be arranged?

They should be very comfortable. If two maids must share the same room, give them separate beds, and good beds with excellent mattresses and pillows, plenty of clean sheets and warm blankets or comfortables. Give them each a roomy dresser and plan the closet space to accommodate them as well as possible. An easy chair or a rocking chair with cushions, a shaded light, are small comforts that the average servant's bedroom too often lacks. Don't be afraid to give a touch of charm to the room with pretty curtains, bright pictures, attractive wall paper, a nice bureau scarf, a rose or yellow shade on the lamp.

Don't ask women and men servants to use the same bathroom. Provide a separate room for each sex, with plenty of towels and soap. Since cleanliness is so pleasant in those about us, make it easy for them to acquire it.

In houses where several servants are kept, a servants' sitting room, with a phonograph and a sewing machine, a comfortable couch or sofa, and cushioned chairs will help drive away the fatigue that comes from heavy physical labor. Often this room is used as combination dining and sitting room, though sometimes a separate dining room is provided. Both of these rooms should be simply and attractively furnished, and the mistress of the house should inspect all servants' quarters every ten days or so, to be sure that they are in good condition and kept in order.

13. Is any difference made between servants' meals and those of the family?

Where there are one or two servants only, no difference is usually made, and the servants eat after the family has finished.

Where there is a large establishment with a number of servants, they have five meals a day, an early breakfast, which is a hearty meal of bacon, eggs, toast, cereal, stewed fruit; at ten a light lunch, coffee and buns or tea and crackers, or a cup of chocolate; at twelve dinner, meat or fish,

potatoes, green vegetables, pudding or pie; at four, tea with toast, jam, and cakes; at six o'clock a hot supper, creamed fish or meat pie, vegetables, salad, and dessert. This seems a large amount of food, but it is exactly what the staff of a large house expects. In many smaller establishments the custom of serving afternoon tea for the servants is quite usual, and gives much stimulus and cheer to those doing heavy manual labor.

14. How are servants addressed in person?

The maids are called by their first names—"Anna," "Elizabeth," "Martha," and so on. The cook in some houses desires to be called by her last name with the prefix of Mrs.—and this is customary in England, whether she is a married woman or not. The men may be called by either their first or last names, and the lady's maid is frequently addressed by her last name without prefix. The governess is called by her last name with the prefix of Miss or Mrs.

Every employer of intelligence and good breeding is careful to preserve courteous relations with the servants. She says "Good morning" and "Good night" and prefaces her requests with "please," acknowledges them with "thank you."

Servants, in speaking to master or mistress, should say, "Yes, sir," or, "Yes, ma'am," or, "Yes, Mrs. Smith." Do not permit discourteous address from servants, but be sure that your own speech to them is courteous.

15. How are servants addressed by letter?

Exactly as you would address anyone to whom you write on a matter of business. If this seems awkward in writing to a manservant, put your letter in third-person form: "Mrs. Smith wishes to find the house in good order on her return next Tuesday, with everything thoroughly cleaned, windows washed, screens in, and repairs to plumbing completed."

In this connection it might be well to say that the employer who is too afraid of his dignity and importance to write in simple, friendly style to a servant is usually one who has but little dignity or importance to preserve. The

socially skilled and secure man or woman does not worry about what the servants think.

16. How are children addressed by servants?

Very small children are addressed by their first names, or as "Master Fred," or "Miss Caroline." Young girls and boys up to preparatory school age are called "Master" and "Miss." Boys in college are called "Mr. Fred," and girls' names receive the prefix Miss. Only the nurse of established years and authority may call her charges by their first names, without a prefix, but she usually does this even after they are grown up.

17. Should maids be allowed to have men friends?

By all means let the servants receive both their men and women friends, for a game of cards, or a little phonograph music—and dancing—provided they do not disturb the rest of the house or the neighbors, and ask their visitors to leave at a proper hour. This does not mean that your kitchen need be a rendezvous and club house for all the maids and men in the neighborhood, but so long as the privilege is not abused, do not deny it. An evening when you are going to be out is a good time for the servants to entertain.

18. Should the employer try to be friendly to the servants?

She should not only try to be, but she should be. These people spend their days under your roof. You ought to find out, not by prying curiosity, but in decent humanity, if they are well physically, if they have any big problems to solve or are carrying any burdens of grief or trouble. Help them if you can. Recognize Christmas and their birthdays by well-chosen gifts. Be thoughtful not to overtax them. Teach them thrift by starting bank accounts for them. Encourage the maids to attend evening classes in sewing and fancy work, or anything else they want to learn. If you cannot let them have a sewing machine for their exclusive use, permit them the use of your own on condition that they leave it in good order. And if they are sick, be sure they have proper medical attendance, even if you have to pay for it. Too often they dose themselves with vile patent

medicines, or fall into the hands of quacks, and injure themselves for life.

19. *How does a servant announce callers?*

See Chapter v, "Calls and Cards."

20. *Should servants use the house telephone for their own messages?*

Usually they do this on the sly, but the rule is that they should first ask permission to do so and that the message should be of real importance. It is well to make this rule about incoming messages also, as otherwise your maid will be receiving calls all day long and your friends will be told that your line is busy.

21. *Are there any small special rules of behavior for servants?*

A well-trained servant keeps the voice low and walks as silently as possible, also makes little noise when at work. He or she must always knock before entering a room when the door is closed, and wait to be told to enter.

Announcements are made quietly and in certain forms: "The car is waiting, Mrs. Smith." "Dinner is served." "Mrs. Jones wishes to speak to you on the telephone."

Do not permit servants to carry tales of one another except in extreme cases and never under any circumstances rebuke one servant on another servant's testimony, nor, for that matter, in another servant's presence, unless the offense is flagrant.

If you want a servant to change her way of doing things, do not say, "Don't do it that way," but, instead, "I like to have it done this way." And if the servant is efficient, do not ask her to change her method of work unless absolutely necessary, for it will disturb her.

Do not forget to thank your servants for any special kindness or act of thoughtfulness, and do not forget to praise where praise is due. Work that receives a word of appreciation is done much more cheerfully than work which is received as a matter of course. On the other hand, insist on good work and do not hesitate to point out shortcomings, not crossly, but with firmness.

Bad temper and impertinence from servants should not be endured for an instant. Dismissal is the only answer.

22. *Are there other household employees who cannot strictly be considered servants, but who contribute to smooth management of a home?*

Yes—the companion, the secretary-companion, the social secretary, and the housekeeper, though the last named is usually considered an upper servant.

23. *What are the duties of a companion?*

These vary with the individual for whom she works. Usually she writes letters and notes, pays bills, looks after charities, reads aloud to and travels with her employer. She dresses as any lady would, simply and tastefully, and is treated as her employer's social equal—that is, she is included in all entertainments. Sometimes she also acts as housekeeper, in which case she has complete supervision over the house and servants. In case her employer is old or feeble, she may offer the attentions of a semi-professional nurse. She should have an agreeable manner, tact, an even temper, and a willingness to subordinate her tastes and preferences to her employer's. Also she should be well educated and accustomed to the accepted social usages.

24. *What are the duties of a secretary-companion?*

The same as those of a companion, save that she looks after bankbooks, checks, and banking, keeps accounts and files, answers all letters save those which are personal and intimate, makes appointments, and lifts as many of the tiresome details of life off the shoulders of her employer as possible. She may or may not travel with her employer. She does not, however, act as housekeeper. She dresses as any lady would and is included in all of her employer's social affairs.

25. *What are the duties of a social secretary?*

The social secretary usually comes in for an hour or so every day and her work deals almost entirely with her employer's social life. She sends out invitations, writes acceptances and regrets, takes care of her employer's engage-

ment book, writes all letters and notes save those which are personal, telephones invitations, occasionally does a little shopping. She also makes out checks and pays bills. Sometimes an especially clever secretary plans and supervises dinners, receptions, teas, and other functions. She does not, however, appear among the guests.

A social secretary dresses as she likes, but, as most of these young women are both smart and sensible, simple business clothes, inconspicuous but well cut, are their choice.

26. What are the duties of the housekeeper?

The housekeeper has charge of hiring and discharging all of the servants except the lady's maid, the nurse, and the butler. Also she is responsible for the quality of their work. Orders are transmitted to them through her, and the mistress of the house complains to the housekeeper when things go wrong. She orders meals, supervises the market orders, arranges the hours of the various servants' work, gives them their time off and sees that they keep to it. She inspects all of the house, every day, for cleanliness and comfort.

The housekeeper is given comfortable living quarters in the house, absolutely to herself, and her meals are served there by the cook's assistant or butler's assistant. She dresses in plain dark clothes, simple but of good quality.

All of the supervision of removal to the country or shore from the city (save the care of the silver, which is the butler's duty), the closing and opening of the town house, the shifting of the corps of servants from one residence to another, falls to the housekeeper.

The housekeeper receives high wages, is addressed as Mrs. or Miss Blank, and is treated with unvarying courtesy by her employers. Any lapse from this would instantly be reflected in the behavior of the servants and would render her position impossible, as the respect of the servants and complete authority over them are absolutely necessary to the success of her work. It goes without saying that good housekeepers are very, very rare—and daily becoming more so!

Chapter XXIX

SPORTS AND GAMES

IN no other contact with one's fellow beings does one's true character betray itself more surely than in games and sports, and under no other circumstances does the thin veneer of artificial manners crack so plainly and unmistakably. No amount of study given to rules of the game and rules of etiquette can take the place of certain basic principles which make up the sportsman-like point of view. Comprehend them, live up to them, and you will never be guilty of an unsportsman-like, an ill-bred act, no matter in what game or sport you may engage.

1. What are the basic principles of good sportsmanship?

Good temper and a love of the game for its own sake rather than from a desire to "shine." Be a cheerful loser and a not vainglorious winner, always appreciating the good play of others and never bragging about your own success nor deprecating your own failures. Always be willing to yield a disputed point cheerfully, offering your opponent the benefit of the doubt. Never become so engrossed in your own game that you forget the rights and privileges of your opponents and partners. Make the object of your play pleasure for all concerned and not mere winning for yourself.

2. Is one ever justified in criticizing the playing of others?

A friendly suggestion to a partner in bridge, or a word of advice to a younger player, is always possible if offered with a sincere feeling of helpfulness, but ill-natured criticisms, no matter how well deserved, are always bad taste. "Post-mortems" conducted after each round will spoil the enjoyment of everybody.

3. *What traits should be avoided in games and sports?*

A too-serious attitude toward the game is probably the worst fault, even worse than a too-frivolous attitude. If you cannot enjoy the game for its own sake, don't play it. A too-serious attitude will make the other players feel uncomfortable and will turn what should be a pleasure and a relaxation into a burdensome responsibility.



All Our Best Daughters Now Wear Knickers for Skating. It's Safer—and Oh, So Much More Alluring

It is also important to avoid little mannerisms, innocent enough in themselves, but most annoying to others. Card-players should be careful not to drum on the table with the fingers, hum little snatches of songs, fiddle with the cards, or indulge in any other annoying tricks which will be maddening to those who have to endure them for any length of time.

4. *If circumstances involve a person in a game which he does not play well, should apologies be made?*

A simple explanation of his lack of knowledge and experience and a cheerful desire to do his best in order not to spoil the game will be understood by all and received in good part. Don't pretend to be a better player than you are, for the game will surely betray you. Never stop in the middle of a game or match, no matter how badly you may be playing. Your explanation of your deficiency before the game began will cover all your mistakes, and your willingness to be a good sport will disarm all criticism.

5. *What are the qualities of a good bridge-player?*

First and foremost, a thorough knowledge of the game and the skill which can only be obtained by long practice and study. Bridge is taken seriously by its devotees and the tyro should avoid playing with experts until he has mastered its technique. A timid player who underbids is as annoying as a reckless player who overbids. Do not make profuse apologies for your own poor plays and do not criticize unduly the playing of your partner. The latter attitude will only make your partner nervous and his play will probably degenerate instead of improve.

6. *Is it proper for spectators to look over the shoulders of those who are playing?*

As a rule, card-players do not like to have anyone, not in the game, look at their cards. Players of bridge, poker, and other card games should be left to themselves. Guests who do not play should amuse themselves in some other way until the game is over. It is especially bad form to walk around a card table, looking at the cards of the different players in turn. For an outsider to comment on the cards held in a hand, or to make suggestions to players, is unpardonable. It is inconsiderate to expect card-players to indulge in conversation during the game. Good play requires concentration. In bridge, the player who is "dummy" should remain in his place, watching the play without comment. He should never move around the table, observing the hands of those playing.

7. *What are the qualities of a good golf-player?*

In no other game are a steady eye and a cool head so essential. A nervous player is hopeless, and the player who loses his temper, even for an instant, is never up to his best form. A woman who plays golf with men should not expect especial considerations and attentions from them. She should provide her own balls, and if she has no caddy, should carry her own clubs.

8. *When may players "go through" on the links?*

If you are only practicing and you are overtaken by players who are taking part in a match, or if you have lost your ball and another party catches up with you while you are looking for it, you should offer to let them drive through. Under any other circumstances, it is very rude for any players to expect to be able to drive through the course, inconveniencing those who are playing ahead. A good golf-player always waits for those ahead to play second stroke before he tees off.

9. *Under what circumstances may spectators watch a golf game?*

At a match, or tournament, the "gallery" should always be careful to stand at a proper distance from the players, never crowding them so as to interfere with the game. It is always bad manners to watch strangers and beginners, as this makes them self-conscious and nervous.

10. *What are the qualities of a good tennis-player?*

In tennis, consideration for one's opponent is sometimes carried to excess. Some players will deliberately throw away a point after the umpire has decided a doubtful play in their favor, thus giving to their opponent a point to balance the one awarded to them by the umpire. This seems to be carrying consideration a little too far, and under certain circumstances such an act may be downright discourteous, implying contempt for your opponent's powers. In tennis doubles, remember always to give your partner a chance. Don't try to cover the entire court yourself. It

is just as important to be fair to your partner as to your opponent.

11. Should a man always assist a woman to mount and dismount her horse?

Yes, unless she is accompanied by a groom who is accustomed to doing this for her. To assist her, the man holds



Correct Attire for Tennis

his open right hand about midway between the ground and the stirrup. The woman holds the reins of her horse in one hand, places her foot in his hand and, with her free hand on his shoulder, she springs into the saddle. The independent, modern young woman requires little or no assistance in horseback riding, but it is always polite for the man to remain on the ground until she is comfortably seated in the saddle, and he should always be the first to dismount, offering her any assistance she may need.

12. What etiquette is involved in seaside bathing?

The young girl of to-day is a pal of young men and can swim, dive, and run with the best of them. Manners and costumes of the bathing beach are decidedly informal, but no well-bred person lolls about the sand in a sensational bathing costume, nor makes the acquaintance of perfect strangers during the bathing hour.

13. When a man makes up a party to see a boat race or a ball game in another city or town, who pays the bills?

If the host invites a number of persons to go as his guests, he, of course, pays all bills. If he merely suggests that they all go in a party, the expenses should be divided equally and this should be thoroughly understood before the party leaves its home town. Often the men of the party supply tickets for the game and motors or other transportation, while the women make up the luncheon to be eaten *en route*, and then have dinner or supper served at one of their homes on their return to town. In passing, it is well to remind the inexperienced to take a luncheon, as this is not always obtainable at games or races. When young people make up a party, they must invite a chaperon to accompany them.

14. What is worn on such trips?

Sport clothes, suited to the season. Loose coats, cloth or fur, stout shoes, soft hats which will not blow off easily, are especially important articles of clothing for wear at football games.

Chapter XXX

SUNDAY ENTERTAINING

To entertain on Sunday seems, at first glance, to make the day of rest particularly unrestful. Yet it gains steadily in popularity, because it offers the chance for distinctive and unusual forms of hospitality which do not detract from the meaning of the day. It is more quiet than week-day entertaining. Loud jazzy parties, dancing, cards, or games are all taboo.

1. Are dinners given on Sunday night?

Sunday dinners are neither popular nor smart. Most people allow their servants to go out on Sunday evening. A servantless, informal dinner is a poor affair.

2. What are the correct forms of Sunday entertaining?

In the order of their popularity—afternoon or evening musicales, suppers, teas, luncheons, breakfasts.

3. How are Sunday breakfasts given?

These are seldom attempted save by a host or hostess of assured experience. If given in the city, a Sunday breakfast—served at twelve o'clock—brings together a group of intimates or serves to introduce a person of distinction to a group of intimates. If given in the country, a Sunday breakfast should precede a motor ride, a sail, a hike, or some other form of outdoor sport. The hour necessarily varies with the type of sport to follow.

4. What is the menu served?

See Chapter III, "Breakfast Giving."

5. How are Sunday luncheons given?

Rather more informally than week-day luncheons—and there is no special menu, but the simpler it is, the better.

6. How are Sunday-afternoon teas given?

These vary, from very informal and simple affairs, with the hostess toasting the muffins and making the tea, to the large elaborate afternoon affairs which do not vary from week-day teas, and will be found fully described in that chapter. The principal difference lies in the fact that Sunday is the one day when busy men may be lured to tea. Many women establish the pleasant custom of being at home on Sunday afternoon, offering tea to anyone who may come, without attendance of servants. This is very



A Setting for an Informal Sunday-night Supper

pleasant and, with a little preparation beforehand, it need not be a tax on time or strength. If sandwiches are made in the morning, a cake baked the day before, the tea service made ready, all that is needed is hot water. The guests can wait on themselves. If it is winter, an open fire, a box of marshmallows, and a couple of toasting forks will make a diversion.

7. How are Sunday suppers given?

Next to musicales of all sorts, the Sunday-evening supper is the favored form of Sunday entertaining. It may be as simple or as elaborate as you please. Usually it consists

of one hot dish, a salad, and pastry or ice cream for dessert, with coffee, iced or hot tea, or chocolate. The hot dish may be cooked at the table. Oysters, crab meat, shrimps, and lobster are delicious when served *à la* Newburg or creamed. Chicken *à la* King is another stand-by. Baked beans reheated are delicious. A cheese fondue is a fine supper dish. Hot rolls, baking-powder biscuit, muffins, or toast should be added to the menu. Cold meat of various sorts, with a vegetable salad, hot bread and hot coffee and fruit tarts make a delicious supper. The hostess has a chance to try all sorts of novelties and specialties. At one home, for instance, milk toast is a Sunday evening stand-by; at another, toasted cheese sandwiches; and at a third, home-made raisin buns which are perfection.

8. How is the table set for Sunday-night supper?

With doilies and a scarf or centerpiece of lace or linen; candles; a dish of fruit or bowl of flowers in the center of the table; high-stemmed compote dishes with candy, nuts, jelly, or preserves. At each place a supper plate—luncheon size is correct—with knife and teaspoon at the right; at left meat fork and salad fork if salad is a separate course, meat fork alone if salad is served on plate with meat dish. Tumbler or goblet for water at upper right of plate, bread and butter plate with butter-spreader at upper left. Individual salt and pepper at right beyond water glass. Small-size napkin folded straight and laid at left.

Tea or coffee service before hostess, with teapot, cups, cream, sugar, etc. Large doily, with tray or trivet to hold chafing dish, or large dish containing the main course before host, if serving is to be done at table. The host may serve both meat course and salad at the same time. If there is no servant in attendance, plates are passed from one guest to another with entire informality. Two plates of bread, one on each side of the table, will be passed in the same way.

When the first course is eaten, the hostess, or some younger member of the family rises and removes the plates, knives and forks, butter plates, and brushes the crumbs into a small tray with a serviette. Dessert is then brought in

and served individually, if possible, or if it is in a large dish the hostess puts each portion on an individual plate.

If the Sunday night supper is not to be a "sit-down" affair, but served individually to guests wherever they may be, in parlor, dining room, living room, or garden, the table is set as for any buffet supper. The host and hostess serve on each plate a buttered roll, portions of meat and salad, and the men guests pass them, with accompanying forks and napkins. The hostess, or some one who assists her, pours the tea or coffee, and the men guests serve this also. This is a very simple and delightful way to manage things, and makes it possible to take care of many more than the ordinary dining table will accommodate.

9. How are Sunday musicales given?

They may be given in connection with the breakfast, luncheon, tea, or supper, and range from the informal group, listening to the impromptu playing or singing of one or two friends, to the large party invited to hear one or more great artists. Music is the best form of entertainment to offer on Sunday, and many hostesses specialize in it. Do not feel that a musicale is not to be attempted simply because you cannot offer a program by Kreisler and Paderewski, followed by a four-course buffet supper served by liveried footmen. Invite your friends and neighbors in for an old-fashioned "sing," ask some one to play accompaniments and urge your guests to suggest their favorite songs and hymns. Then, serving your own home-made chocolate cake, and a cup of good coffee, you will have had a successful and enjoyable party. In a certain very beautiful shore resort, where the people have both wealth and good breeding, these Sunday-evening "sings" are extremely popular. There is a regular clamor over whose old favorite shall be sung next, and not the least interesting evening was one in which each one gave the reason for his or her selection. "It was my mother's favorite hymn," was the most frequent explanation.

If you have an ambitious musical friend who is not yet well known, ask him to arrange a program, not too long, and invite other friends to hear him and to meet him. If

it is to be a small affair, select your guests from those who really care for music. Only at a large musicale should the indifferent and the ignorant of music be included, as their inattention and boredom will not be noticed. In a small party it is embarrassingly obvious to the performer.

10. Has Sunday-afternoon calling gone out of fashion?

Sunday-afternoon calls are still made by men who have social duties to acknowledge in this fashion. Between four and five is the correct hour, and from fifteen minutes to half an hour the correct length of stay.

11. Are there any other recognized forms of Sunday entertaining?

In the country it is very usual to invite a few friends to a picnic lunch or picnic supper on Sunday, driving in one or more cars to the shore or to some picturesque spot where everyone may rest and enjoy the view. This is a very good plan for family entertaining, as no age may be excluded. Baby to grandfather, all may be invited. Such affairs are absolutely informal, and are conducted like any other picnic. Incidentally, it is good social custom to clear away all paper, boxes, jars, and other debris after the meal is over, and, if a fire has been lit, to extinguish it to the last spark before leaving the place.

Chapter XXXI

SUPPERS

SUPPER is at once the most informal and the most exclusive of social functions. With rare exceptions it is a small affair and the atmosphere is intimate and cozy. If it follows opera or play, the guests are usually limited to members of the theater party, and at the end of a motor trip or athletic event, it is like the postscript of a delightful day. Visitors to Southern and Western cities recall with delight the Sunday-night suppers at which they were served delicacies for which the locality is famous and met the intimate friends of their hostess. In large cities like New York, Chicago, and San Francisco, where there is a distinct group of professional and artistic people, the late supper takes on the atmosphere of the true bohemia, which we picture as the environment of artists, musicians, and actors.

1. When is supper an approved form of hospitality?

After the play, opera, or concert, to members of the theater party; after a motor trip or ball game when the party arrives at home or club long past the dinner hour; after the theater, concert, or lecture in honor of a player, singer, or visiting celebrity; Sunday nights when, at a later hour, it replaces the dinner as an intimate function.

2. Where are after-theater suppers given?

At home, club, or restaurant.

3. What is the correct menu when it is served in a hotel, restaurant, or club?

Smart restaurants and clubs specialize in after-theater suppers for which the *chefs* devise appropriate dishes and

for which there is a set charge ranging from three to five dollars a cover. If the hostess orders the *table d'hôte* supper there is usually a choice of hot or cold dishes, shell fish or meat, and she suggests that her guests make their own selection. A typical menu at a fashionable restaurant or club includes bouillon, chicken or guinea hen broiled, or chicken *à la King* or shell fish Newburg; a green vegetable salad with French dressing; ices, small cakes or pastries; coffee. In this day of dieting by women, it is safer to serve broiled chicken than chicken or shell fish in a rich sauce, and fruit ices or sherbets are more popular than cream. In New Orleans, San Francisco, and in some of the more exclusive places in Eastern cities, the after-theater supper starts with hors-d'œuvre, which includes a bit of fresh salad. After this come bouillon, broiled chicken, peas, ices, cake, and coffee. A popular supper served American visitors at a Paris club in warm weather is iced bouillon, assorted cold meats, a fresh vegetable salad, a choice between fresh fruit and fruit ices, tiny French pastries, and cold drinks. In some clubs, the *chef* offers midnight dishes which men enjoy particularly, like crisp bacon with scrambled eggs, or tiny grilled sausages.

4. *How are supper arrangements made with the hotel, restaurant, or club management?*

The host or hostess usually engages the table and plans the menu with the head waiter well in advance. If the supper is suggested during the evening at the theater, the host goes out between the acts and makes the reservation by telephone. Otherwise he may arrive at the restaurant or club to find every table reserved, a most embarrassing situation for himself and his guests. It is customary to tip the head waiter when the table is reserved in advance. If the reservation is made over the telephone, the host has a bill ready to hand the head waiter when he asks for his table. When a woman gives a supper party, she pays the bill in advance, or, if the amount of the check is uncertain, she arranges to have it brought to her in the ladies' parlor to pay, or sign, before she leaves after supper.

5. *Should the same menu be served for an after-theater supper in the home and in the restaurant?*

The typical restaurant menu may be followed in the home if the cook knows how to prepare it, but it will lack the individuality which makes supper in the home dining room different. If your cook excels in any one supper dish, by all means serve this. If either host or hostess is a chafing-dish expert, the main dish should be prepared in this way. Invitations are eagerly sought when the hostess is famous for exceptional dishes. Grilled sardines on toast, piping hot, with coffee, are the star feature of suppers at a home where ingenuity substitutes for wealth. A New England hostess serves hot baked beans, brown bread, delicious grape catsup, and hot coffee—a combination which her guests adore. Young married people returning late from boat races were delighted with a supper of toasted cheese sandwiches, doughnuts, and coffee.

6. *If the hostess of an after-theater supper party cannot accommodate all of her guests in her car, how are they transported from the theater to the home or restaurant?*

See Chapter xxxiii, "Theater and Opera Parties."

7. *How does the bachelor host seat his supper party?*

If the supper is given in honor of one woman, he escorts her to the supper table and seats her on his right. If his guests are single people, with one matron acting as chaperon, the latter sits on his right. If it is an informal gathering of married and single people and there is no elderly woman to whom he wishes to show special courtesy, he may seat the belle of the evening or the girl in whom he is particularly interested on his right. If the guest of honor is a single girl, she sits on his right and the chaperon on his left. When the bachelor entertains men at the theater and for supper, he seats on his right the guest of honor or the most eminent man present.

8. *Must a bachelor host include a chaperon at his supper party?*

If his guests are single, a chaperon is necessary. This may be a widow or a matron. If he invites a married woman to act as chaperon, he must also invite her husband.

9. *When unmarried couples are motoring, is it proper for them to stop for supper at a roadhouse or an inn?*

Not unless they are properly chaperoned. They may stop at their own country club for a supper, or go to the home of one of the girls, where a simple impromptu supper can be prepared quickly. See Chapter on "Chaperons."

10. *When late supper is a function, independent of theater or opera, when and how is it served?*

This is the supper mentioned at the opening of the chapter as representing the spirit of bohemia. and it is not to be



A Table Set for a Chafing-dish Supper

confused with the rowdy parties given in so-called studios where art, music, and literature are neither enjoyed nor respected. In every large city there are groups of cultured, talented men and women who enjoy discussing their work and honoring visiting celebrities. Because they are actors, lecturers, and musicians they usually get together a little before midnight, in a studio or private home. If it is practical, the supper is served at one large table where all the guests may be seated. If the number of guests is very large, a buffet supper is served the guests, who group themselves in the studio or the dining room. The menu follows those served at after-theater suppers, with at least one substantial dish for the men and women who have been

entertaining the public all evening. When the host or hostess has traveled extensively, foreign recipes are frequently introduced into the menu and imported delicacies are served. Suggestions for menus will be found in Chapter XI, "Dances," where both the sit-down and the buffet supper are described.

11. How does the Sunday-night supper differ from the after-theater or other late supper?

Mostly in its intimate character. The guests are usually few in number, confined to specially favored relatives or friends, and their own out-of-town visitors—congenial souls always. Food and service are equally simple, the host or hostess may prepare and serve special dishes, and often servants do not enter the dining room after the meal has been placed upon the table. This is the meal at which the hostess sets forth her clearest jellies and brandied peaches, pickles made from old family recipes, biscuits whose flavor and lightness depend on the hand of the mixer; waffles that melt in your mouth; fruit plucked at sundown.

12. At what hour is a Sunday-night supper served?

Assuming that dinner has been eaten directly after morning church service, supper is served at eight or nine o'clock.

13. How does the supper hostess receive her guests?

For the after-theater supper she accompanies her guests to restaurant, club, or home, going with her women guests to the dressing room or direct to the table. For the late supper, independent of theater, she receives her guests near the entrance of the studio or drawing room, as for a dance or reception. See Chapter XI, "Dances." For the intimate Sunday-night supper, she awaits them in her drawing room or living room. She should be dressed and ready fifteen minutes before the hour named in the invitations. She may sit and chat with other guests, rising to receive each new-comer.

14. How are supper invitations issued?

For the after-theater supper, the invitations accompany those for the theater party, and are usually personal notes,

written by hand; or the party may be arranged by telephone, though the former method is safer. For a very formal late supper in honor of a visiting celebrity, which is practically a reception, engraved invitations or visiting cards may be used. See chart at the end of chapter. For less formal late suppers and for the intimate Sunday night supper, a note, written by hand, or a telephone message, is sufficient. Invitations to supper must be acknowledged promptly, in order that the hostess may know the number of guests to be served and be able to fill the places of those who send regrets.

FORMAL INVITATION FOR SUPPER

Mr. and Mrs. Henry Barclay

request the pleasure of

company on Friday evening the twentieth of November

at eleven o'clock

Five East Ninetieth Street

Supper

R. s. v. p.

To meet Mr. David Watts

INVITATION ON VISITING CARD

To meet Mr. David Watts

Mr. and Mrs. Henry Barclay

Supper at 11
November 20th

R. s. v. p.

5 East Ninetieth Street

INFORMAL INVITATION

5 East Ninetieth Street
November 14, 19—

Dear Edna:

On Friday evening, November twentieth, we are giving a supper for Mr. David Watts, the English portrait painter, and I do hope that you and Gregory will be with us. Like all great people, Mr. Watts is simple and unaffected, and I know that you will enjoy meeting him. As we have invited Mr. and Mrs. Herbert Stanley of the Empire Stock Company, we are not serving supper until eleven thirty, but I do hope that you can come a half hour earlier.

Faithfully yours,

Marion Barclay

15. What is worn at supper parties?

For after-theater parties, evening dress. For late, informal suppers, restaurant or dinner frocks are worn by the women; Tuxedos by the men. For the intimate Sunday-night supper, the hostess may receive in a teagown, as for an intimate dinner. Her husband and men guests will wear Tuxedos, and her women guests, simple restaurant or dinner frocks, never elaborate evening gowns.

Chapter XXXII

TEAS AND OTHER AFTERNOON PARTIES

A WOMAN never looks more attractive than when, becomingly gowned, she sits behind a dainty tea table, pouring fragrant orange pekoe from a lovely old silver teapot into cups of egg-shell thinness and exquisite coloring. It is thus you see the Englishwoman at her best, but it is entirely characteristic that the American woman would not be content with this simple, comradely afternoon rite, and would elaborate it into the more formal afternoon party in which tea plays an humble rôle, and dance music sounds its siren call. The evolution of the formal tea is interesting.

At first the hostess removed her tea table from her fire-side to her dining room, and ensconced behind her tea or chocolate pot one of her most gracious friends. A group of young girls, demurely gowned, served the callers to refreshments as simple as their frocks—tiny sandwiches, cakes, salted nuts, and sweets. Next came the tea with bridge; and finally, the tea with dancing, which marks the high peak in afternoon hospitality.

Unquestionably the tea has come to stay, and much of its popularity is due to its elasticity, for a tea may be given for twelve or twenty intimates, invited to meet a celebrity or a friend from out of town; or it may take the form of a brilliantly beautiful afternoon dance in honor of a débütante or visitor.

I. Where is a formal afternoon tea given?

If the home of the hostess is large enough, she will give her tea there, but this assumes that her house or apartment boasts a reception room, in which she will greet her guests, a large living room or drawing room for dancing, and a dining room where the tea is served. If she has one of the new and spacious studio apartments the tea table may be

set in one corner or alcove while she receives near the entrance, and the large floor is used for dancing. Such apartments, however, are few, and the mistress of the average small city apartment or suburban house, who plans a tea with dancing, often engages the ballroom at a hotel or her club.

2. What preparations should be made for a formal tea?

The following servants—your own or those supplied by the caterer of hotel—will be needed: a man to stand at curb and open motor doors, a butler at the front door to announce the name of each guest to the hostess, a maid in the dressing room, and the requisite number of waiters in the dining room.

If it is stormy an awning will be needed.

A small orchestra should be seated in an alcove or behind a screen of palms to provide music for dancing. The most effective decorations are long-stemmed flowers in high vases on floor and pedestals, so placed that they will not interfere with dancing. Shades and curtains are drawn to exclude daylight, and softly shaded electric lights and candles are used.

The table should be spread formally, as for a buffet breakfast at a wedding. See Chapter xxxix, "Weddings," Part II. The cloth is white, usually rather elaborately done in embroidery or lace. A formal centerpiece of flowers in crystal or silver is balanced with dishes of bonbons and nuts, while sandwiches, biscuits, and an infinite variety of cakes are tastefully arranged on low platters. At one end, or on a smaller table, is a bowl of fruit punch for the dancers. The menu must be simple—tea, chocolate, bouillon, sandwiches, biscuits, muffins, crumpets, sliced cakes, and small fancy cakes. Salads, creamed or other hot dishes, are served at receptions, but not at teas.

3. Does the hostess ever pour tea?

Never at a formal tea, nor does she ask her daughter or any of her friends to perform the office. Tea and chocolate are poured by the waiters from large caterers' urns on the table, and are passed to the guests on trays.

4. *What is the correct phrasing for invitations to a formal tea?*

The engraved card described in Chapter XXIII, "Invitations and Replies," is used. The correct phrasing is:

Mrs. John Howard Leslie
will be at home
on Wednesday the twelfth of December
from four until six
Five Hundred and Forty Park Lane

Dancing
R. S. V. P.

If the tea is given to introduce a débutante daughter the latter's name is engraved under that of her mother, thus:

Mrs. John Howard Leslie
Miss Jean Leslie

Invitations to teas are also written on visiting cards, thus:

Mrs. John Howard Leslie
Wednesday, February third
Dancing
540 Park Lane

5. *Does an invitation to a formal tea require an acknowledgment?*

Yes, whenever the letters R. s. v. p., or phrases of similar meaning, appear on the invitation.

6. *Where does the hostess receive her guests?*

Immediately inside the door of the reception room.

7. *What will the hostess wear at a formal tea?*

A handsome afternoon gown. No gloves.

8. *Do guests at a formal tea ring the door bell?*

No. The butler or servant on duty at the door opens it before guests have time to ring.

9. *What do guests wear at a formal tea?*

Women and girls wear their handsomest tailored suits or dresses, with rich furs, hats, and white glacé gloves. Men wear afternoon clothes. See Chapter XIV, "Dress for All Occasions."

10. *Should a guest leave a card or cards at a tea?*

On her arrival she will leave on the card tray provided for this purpose, usually on a hall table, a card for each name mentioned in the invitation. If the name of the hostess only is given, the guest leaves one card, but if the tea is given to introduce a daughter or friend of the hostess, she will leave two cards.

11. *Does the guest who cannot attend the tea send a card?*

Yes, by hand or by mail, one card for each name mentioned in the invitation.

12. *If other members of her family have been invited, but cannot go, may a guest leave their cards with hers?*

Yes, one for each member of her family invited, for each name given in the invitation.

13. *How are guests announced?*

As at a dinner, the butler asks each arrival for her name and then repeats it clearly to the hostess, thus: "Mrs. Winston and Miss Winston."

14. *Do hostess and guests shake hands?*

Always, and if anyone is receiving with the hostess, she extends her hand to each guest as they are introduced to her.

15. *Do guests speak to one another at tea without an introduction?*

Yes, if the tea is large and guests are moving about or watching the dancers, it is entirely permissible for a stranger to address an impersonal remark to the woman next to her. She will not, of course, ask the other's name, or offer her own; and if they meet afterward, still without an introduction, it is not necessary to recognize each other. See Chapter XXI, "Introductions."

16. *When does a guest go to the dining room at a formal tea?*

Unless she is dancing, she may stop to speak here and there with friends, and very soon join a congenial group that is moving toward the dining room. If she is dancing, she may visit the dining room for a refreshing glass of iced punch whenever a thoughtful partner suggests this, and when a particularly agreeable partner invites her to do so, they will stop for tea.

17. *How long does a guest remain at a tea?*

If she is not dancing, from twenty minutes to half an hour, or just long enough to greet friends and have a cup of tea or chocolate. If she is dancing, she may remain an hour or more.

18. *Is it necessary to speak to one's hostess before leaving a tea?*

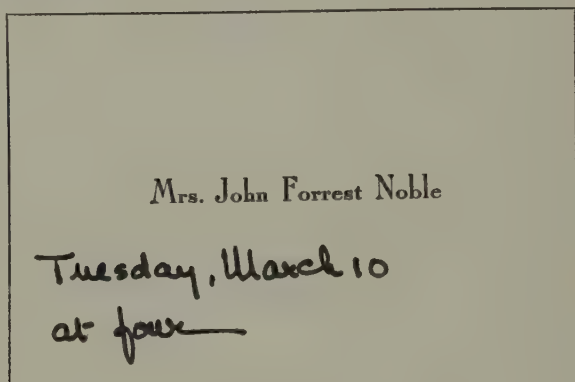
Not if it is still early and fresh arrivals are filing past the hostess. But if the crowd has thinned out, or the afternoon is waning, it is courteous to bid the hostess good-by and congratulate her on the success of her tea. A guest will always make the opportunity to say a few words to the person in whose honor the tea has been given.

19. *For whom are the smaller and less formal teas given?*

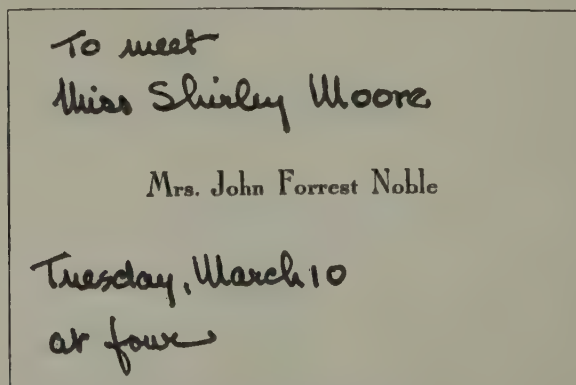
For a débutante, see Chapter XIII, "Débutantes"; to introduce a new resident to the hostess's particular friends; in honor of a visitor of note, an author, artist, lecturer, or musician; sometimes for the mere pleasure of bringing together a group of congenial persons.

20. *How are invitations issued for informal teas?*

A visiting card may be used, with the date and hour written thus:



If there is to be a guest of honor her name is written above that of the hostess, thus:



Sometimes the hostess merely writes across her card some such message as this:

Do drop in for tea
Tuesday, at four to meet

Mrs. John Forrest Noble

my visitor, Shirley Moore.

21. *How does this informal tea differ from the larger and more formal affair?*

The decorations are less elaborate and the refreshments simpler. The hostess does not remain formally at her door receiving new arrivals, but mingles with her guests, stepping forward to greet newcomers. Usually two friends are asked to pour tea and chocolate, sitting at opposite ends of the dining-room table, which is attractively set with flowers, plates of sandwiches and cakes, and dainty silver or glass dishes filled with colored bonbons and candied fruit. The table is always lighted by candles. If the house possesses an open fireplace and the weather permits, log fires add a note of coziness and warmth to the scene. In summer the table may be set on a screened porch.

Sometimes, if the tea is very small and a limited group of people have been invited, instead of the formally set large table in the dining room, a small tea table will be drawn up beside the fire in the living room. The hostess or one of her friends will pour the tea informally here, and her guests will gather about her.

22. *How should a simple tea table of this sort be set?*

It must have, first of all, a white tea cloth, immaculately fresh. This may be as simple or as elaborate as you choose, and as large or as small. Every hostess should possess a tray for her tea table. It may be a handsome silver tray, or an artistic but inexpensive one of lacquer, but it must be

large enough to hold a hot-water kettle with an alcohol lamp beneath it, teapot, sugar bowl, and cream pitcher, and the usual strainer and small bowl into which half-filled teacups are emptied when a guest is ready for a second cup of tea, or has allowed her first to become cool. There should be a pretty dish with daintily sliced lemon and a small silver or Chinese box containing tea. Some hostesses prefer a little silver tea ball which they dip afresh into each cup. But this is practical for only a very small and informal



*Tea Service When a Friend of the
Hostess Pours*

occasion, when not more than five or six cups are to be filled. Then you must have plenty of pretty teacups and saucers, and small plates to hold the sandwiches and cakes. With each plate that you hand to a guest there must also be a folded tea napkin, which, like the tea cloth, may be as plain or elaborate in design as you wish. If you have room on the tea table for plates of sandwiches and cakes you may stand them there, or you may put them on the tiny movable stand known as a "curate," which has three or four shelves just the size of a cake plate. At the informal afternoon tea, guests help themselves and one another after the hostess has passed cups, saucers, and plates. A

maid appears only to remove the soiled cups, and bring fresh ones, or, if the hostess wishes, an additional supply of hot water, sandwiches, or cakes.

A very comfortable custom is to have a number of small, individual tables which the guests can draw near them to hold plate, cup, and saucer. It is an extremely difficult feat to balance all of these articles on one's lap or the arm of a chair, and attend to the business of eating at the same time. If a soft cake with a cream filling is served, a fork for eating it must be laid on each plate.

Chapter XXXIII

THEATER AND OPERA PARTIES

IN these days when the motion picture has largely superseded the spoken drama in all but the largest cities, and when comparatively few cities are visited by standard theatrical and operatic companies, the theater party plays a less important part in social life than it once did. However, whether you are entertaining guests at the opera, drama, concert, or "movie," certain polite customs will contribute to the pleasure of the evening.

In making up the party, the individual tastes of your guests and their interest in one another should be considered. The person who is frankly bored by grand opera may be an ideal guest at a *revue*, while people who are fond of symphonic music may be quite unhappy at a musical comedy. Never include in your list of guests at the motion-picture theater a friend who has often said that he "detests the movies."

1. How many guests should be invited to a theater or opera party?

If you are entertaining guests in a box, the number should be limited to the seating capacity of the box, as it is not good taste to divide your guests between the box and orchestra seats, nor to crowd extra chairs into the box. If you are occupying orchestra seats, the number of your guests is limited by your purse and your inclination, provided that you can secure adjacent seats. The ideal small party numbers six or eight. As a rule a theater party is seated all in one row, or possibly in two rows, one directly behind the other. A large party requires most careful planning, especially in the seating of guests who will be agreeable to one another.

Never invite your guests until you have first secured the necessary seats, as it would be very embarrassing to find that you could get only six seats together when you have invited eight people.

2. *How are invitations issued to a theater or concert party?*

A week or more in advance, always in ample time to insure a pleasant and congenial party. The wording is usually very informal, something like this:

Dear Mr. Worthy:

On Wednesday evening next, the fifth, I am giving a box party for Miss Grace Horton of Atlanta, at the Ambassador Theater, to see "The Love Light." Supper afterward at my home. Will you make one of our party? I will send your ticket by mail, and we will meet in the foyer, or as your club is so near our house, we will be glad to pick you up if this is agreeable.

Sincerely yours,

Mary Stanhope

November the twenty-fifth.

The telephone invitation is often substituted for the written invitation, but this is risky, as the date, hour, and place of meeting may be misunderstood. In fact, a telephone invitation should be confirmed by an informal note.

If the theater party is not preceded by a dinner, or if it is a very large affair, tickets should be sent to guests by mail, as it is awkward for large theater parties to gather in the small theater lobbies of to-day.

3. *When and how should an invitation to a theater party or concert be acknowledged?*

Promptly upon receipt, the answer following the style of the invitation. If the latter is written formally, in the third person, it must be answered in the third person. See Chapter XXIII, "Invitations and Replies."

4. *When a hostess invites a young girl to a theater party, is she responsible for taking her young guest to and from the theater?*

Unless the girl is sent by her parents in the family motor car with a maid in attendance, the hostess will call for her and take her home. She should never ask a man guest to escort her to and from the theater.

5. *Where do guests gather for a theater party?*

If the theater is preceded by a dinner at the home of the hostess or at a hotel or club, the party proceeds from there to the theater. If the party is large, the hostess usually engages a special motor bus or two to convey her guests to the theater. If it is a small party, she takes the women in her own car and the men follow in a taxi, or guests may use their own cars, a married woman taking one or more unmarried girls with her.

If the theater party is not preceded by a dinner, the guests may gather in the theater lobby, where the hostess will arrive in ample time to greet the first arrival. If she has arranged her party properly and sent out the tickets in advance, she greets her guests and they pass immediately into the theater, taking the seats for which they hold the checks. It is not considered good taste to crowd the lobby with guests, attracting attention; neither is it pleasant for guests to stand waiting for last arrivals. For a small party, the host or hostess sometimes retains the tickets, but on entering the auditorium each guest is told the order in which he is to sit, to prevent confusion in the aisle. The hostess does not enter the theater until the last of her guests has arrived. The only exception to this rule is a theater party given to young people exclusively, in honor of a *débutante*. The hostess may take her guests to a box or to orchestra seats when the last girl has arrived, leaving tardy young men to find their way as best they can.

Considerate guests will so arrange their dinner hour that they may arrive punctually at the theater. Some people do like to see the first act of a play and it is most trying for a hostess to have to remain in the lobby after the curtain has gone up.

6. *In what order should guests be seated?*

As at dinners, congenially. Husbands and wives are rarely seated together, but it is quite proper to seat an engaged couple together. Above all else, the seating arrangements should be thoroughly understood before the party starts down the aisle. The host or hostess stands at the end of the row until the last guest is seated, reserving the aisle seat for himself. It is not proper to seat all the women first, thus forcing the men to crowd past them. The party is seated, men and women, in the order of the checks.

7. *What is worn at an opera or theater party?*

For the opera, full evening dress for both men and women. For theater parties, women wear dinner gowns, or restaurant gowns if the dinner preceding the theater is given at a restaurant, hotel, or club, and men wear dinner coats. See Chapter XIV, "Dress for All Occasions."

8. *Do members of a theater party go out between the acts?*

This depends largely upon the hostess. If she is extremely formal and punctilious, the entire party remains seated during the *entr'actes*, unless she suggests leaving. If her ideas are less formal, both men and women may adjourn to the lounge, where the men may smoke, and where, in many theaters, small cups of coffee are served between the acts. As general conversation is impossible during the progress of the play, it is very rude for the men of the party to file out after each act, leaving the women to entertain themselves. If, however, the party is seated in two or more boxes, the men may visit from box to box, or a young girl may go with a man to tell her hostess how much she is enjoying the play. No matter how jolly the party, well-bred persons never forget that many other people have come to enjoy the play. They will not be noisy, nor make themselves conspicuous in any way.

When, in an emergency, a guest is obliged to leave the theater before the performance is over, he will do so as quietly as possible, not speaking to anyone, except a whispered word of apology to his hostess. Guests who have to leave early to make a suburban train should say their

farewells during the last intermission and depart without making any commotion.

9. *When the theater party is followed by a supper at the home of the hostess, her club, or a hotel, how is the party taken from the theater to the supper room?*

Just as it came to the theater, in a motor bus, in private cars, or in taxis.



Seating Arrangements for a Large Theater Party Should Be Explained in Advance so the Guests May Enter in the Right Order and Not Disturb the Entire Audience

10. *What sort of supper is served after theater parties?*

See Chapter xxxi, "Suppers."

11. *If the supper is followed by dancing, how long must the hostess remain at the club or hotel?*

Until the last guest has departed.

12. *How does a bachelor entertain a theater party?*

See Chapter I, "Bachelors."

13. *Do any special customs govern concert parties?*

As a rule, a concert party is less of a social event than a theater party, one reason being that absolute silence must be maintained during the music. None but true music-lovers should be invited to concerts, as music is intensely



Correct Seating of a Box Party, All the Ladies Next the Railing

boring to people who do not understand it. A common interest in the music itself is the principal consideration in making up a concert party. The arrangements are made in the same way as for the theater.

14. *In what way does an opera party differ from a theater party?*

Only two cities in America have a long grand opera season—New York and Chicago—and in both cities the boxes

are controlled from year to year by the same subscribers. When these opera organizations visit other favored cities, the boxes are controlled by the local subscribers and guarantors. Parties for opera performances, whether in boxes, orchestra, or dress circle, are arranged exactly like theater parties, except that at the opera evening dress is obligatory. Dinner clothes are not good form at the opera. Men seated in boxes wear white glacé kid gloves. In a box party the hostess always occupies the front seat furthest from the stage and her most distinguished or elderly woman guest is seated in the front chair nearest the stage, the third woman sitting between them. The men always sit behind the women.

As *entr'actes* at the opera are longer than at the theater, visiting is more common between the acts. Both men and women call on friends, whether in boxes or in the lobby, but they return to their own seats before the lights go down for the next act.

While late arriving and late leaving are more common at opera than at theater, it must always be accomplished as quietly as possible.

Chapter XXXIV

TIPS AND TIPPING

IT is useless to decry the practice of tipping, which has become a commonplace of life, and, as such, must be governed by limitations and customs. The larger the city, the more general the custom. In the smaller and more democratic communities a tip is sometimes resented by workers who feel that it savors of patronage. In cities where a large proportion of the employees in hotels, restaurants, and apartment houses are foreign-born and accustomed to the European point of view, the tip is not only acceptable, but it is expected.

A person may betray breeding or the lack of it in tipping. The ignorant or ostentatious give too much and give rudely. He who prides himself on doing the correct thing gives in proportion to service rendered and so quietly that the act is scarcely noticeable.

Waiters and attendants in restaurants and hotels and on railways and steamers are always tipped. Guests at house parties or on private yachts expect to tip servants or stewards. The head of a family moving from an individual home to an apartment house or hotel may figure on adding a certain amount of tipping to the rent item in his budget. All of these customs are perfectly legitimate.

On the other hand, the woman who tips the clerk in her butcher shop in order to insure herself the choicest cuts puts a premium on dishonesty; and to tip servants in a hotel to wait on you exclusively, thus neglecting other guests, or to tip anywhere for the purpose of obtaining an unfair advantage, is meanly selfish and also unwise, because some one may come later and tip still more lavishly.

1. What are the customary restaurant tips?

The amount is regulated by the type of restaurant and its clientele. In a simple restaurant or tea room, ten to

fifteen cents for each person is the usual tip. In a more pretentious place the tip is twenty-five cents for service for one person, thirty-five for two together. In a very smart restaurant, ten per cent of the total bill, plus twenty-five to fifty cents, according to the number in the party, is sufficient. If the waiter has procured special dishes, sauces, or dressing, it is customary to increase the tip purely as a reward for good service.

Unfortunately, it is often necessary to tip the captain who seats you in a smart restaurant. As a rule, one dollar is enough for this individual, though in some extremely popular supper-and-dance places five dollars will be required unless you want to be jammed in a hot corner next to the bass drum or with a service table rattling at your elbow. Another little practice among the restaurant banditti is to turn you over to an under-captain, who takes your order and passes it on to the waiter. Usually he will be found waiting with outstretched palm as you leave. If you come to this particular restaurant often, an occasional dollar is well invested with this individual.

2. *What are the customary tips in a hotel?*

If you have a regular table and waiter in the dining room during a protracted stay, it is best to tip by the week, three to five dollars, according to the type of hotel. The same tips are paid to a room waiter if you have meals served in your room. Two to three dollars a week is given to the chambermaid, according to the service she renders. In case of illness, five dollars is none too much for a kind and helpful chambermaid.

If you are a transient guest, taking your meals in the grill, or *à la carte* restaurant, you will not have a regular waiter and will follow the schedule for restaurant tips. Overnight guests rarely tip the chambermaid unless she has rendered some very special service. For an ordinary amount of luggage you will give twenty-five cents to the porter when he brings it to your room, and the same when he takes it away, doubling the amount if you have an exceptional quantity. A ten-cent tip is given to the bell boy who

shows you to your room or who brings you a message. If you have been in the hotel several days or a week and enjoyed good service, it is customary to hand the head waiter in the restaurant or dining room a tip of two or three dollars, and to the telephone operator who has taken care of your messages another dollar.

3. What tips are given to railway attendants?

To the porter who carries your luggage to and from the train twenty-five to fifty cents, according to the number and weight of the pieces. To the Pullman porter twenty-five cents for an overnight or all-day trip, unless you have asked for special service. For a long trip an obliging porter is usually tipped at the rate of twenty-five cents a day. To the waiter in the dining car the usual ten per cent of the bill, with fifteen cents as the minimum. Be chary of tipping the dining-car steward or Pullman conductor. If the former arranges a special luncheon or supper party for you, or the latter extricates you from some difficulty about tickets, connections, or luggage, you may express your appreciation by a gift, but it should not be proffered carelessly as a tip.

4. What tips are given aboard a steamer?

If you are a first-class passenger on an ocean-going steamer, observe the following scale of tips: To the room steward or stewardess two and a half dollars, unless you are a poor voyager, when you may feel obligated to give a five-dollar fee for extra attention. To the dining-room steward two and a half dollars. To the deck, lounge, and bath stewards two dollars and a half each. To the *chef* or head steward who has performed any special service during the voyage a gift commensurate with the service rendered. To the purser, if he has taken care of your money and other valuables during the voyage, a gift varying from three to five dollars, with a courteous word of thanks.

In order not to neglect any of the ship's attendants who have rendered personal service, it is advisable to make out a list the day before landing and to secure the necessary change from the purser. Experienced voyagers inclose each

tip in an envelope, addressed thus, "Deck Steward from Mrs. Landsighter, Stateroom 49." This eliminates the last-minute search for your own stewards and the possibility of overlooking the attendant who has rendered the best service.

For coastwise voyages and trips on the Great Lakes, tips are scaled down to the shorter time and the schedule is less rigorous, but practically the same attendants are remembered by the traveler.

5. What tips are given to servants at house parties and week-end visits?

Unless your host or hostess pointedly asks you not to tip the servants, you must do so, or never visit there again. Tips for women guests are something like this: To the maid who takes care of your room a dollar. To the personal maid of the hostess if she looks after your clothes and helps you to dress, one dollar. To the butler or waitress who brings breakfast to your room, two dollars; to the chauffeur two dollars. The man guest tips his host's valet who unpacks and looks after his clothes one dollar, and he tips the upstairs maid, the butler, and the chauffeur precisely as the woman does.

When there is only one servant, the guest may step into the kitchen for a moment before leaving, express appreciation of the cooking, and leave a dollar on the table. If there are two maids, a dollar may be given to the one who cares for your room, or, if you do not see her, place it in an envelope marked with her name or "For the Maid" and leave it on the dresser.

After longer visits, it is customary to increase the tips to servants—two or three dollars a week to the cook and to the maid, while the chauffeur usually receives five dollars. This may seem a high tax on visiting, but it must be remembered that good servants are scarce and that every guest in the house increases their work. It is not unusual for servants to leave if there is much entertaining, so figure that your tips help to keep ordinary hospitality from becoming quite extinct.

6. *What are the customary tips from guests on private yachts?*

The attendants on a large private yacht include the deck, dining-salon and room stewards, the *chef*, the host's valet (for men), and sometimes sailors who take guests back and forth when in port. Women guests, not accompanied by their own personal maids, tip the maid of their hostess who looks after their clothes and helps them to dress. When the retinue of the yacht is small, there is only a steward or two to tip. The amounts are practically the same as for house parties.

7. *What are the usual tips to apartment-house employees?*

Service in an apartment house is much like that in a hotel. In a large house, practically everybody from the superintendent to the engineer in the depths of the cellar expects to be tipped for any sort of service rendered. This may be done in one of two ways. A small tip may be handed to the attendant when he performs any special service—ten cents to the elevator boy who takes out your letters, fifteen cents or more to the door man who calls a taxicab; twenty-five or fifty cents to the engineer who adjusts an electric-light fixture; or at intervals, possibly once a month, a tip ranging from fifty cents up may be handed to the employees who most commonly render personal service.

Men and women who know how to extend a small gift or courtesy gracefully do not always tip in cash. An occasional box of candy, a dainty handkerchief, even a rose will please the telephone girl; the night elevator boy will enjoy a magazine or book of adventure; both day and night workers appreciate a luncheon, hot in winter, cold in summer, especially the dainty refreshments served by the tenant at a tea or supper. This is a form of tipping which regular tenants will do well to adopt.

In the large apartment houses in cities the Christmas tips follow a schedule—to the janitor or superintendent, five to ten dollars, according to the type of house; to the elevator boy, porter, door man, and engineer or fireman, a minimum

of two dollars each. In smaller houses the schedule of Christmas tips is reduced. The nicest way to distribute Christmas tips is in envelopes addressed to the employee and sealed with Christmas emblems. Newcomers to the city will find that postmen are always remembered at Christmas time, and that each and every delivery boy expects a small tip the day before Christmas and at Thanksgiving time.

8. Is it ever necessary to tip your own servants?

Nice people do not make a habit of tipping their servants for special service, but make them presents when occasion requires an exceptional amount of work and long hours. In an emergency, when one servant performs the duties of two, or when illness increases the labor of all concerned, a gift of money to those who have worked long hours is a good investment. After a wedding, a ball, or any large function in which servants have proven themselves exceptionally capable, gifts of money may be distributed by the mistress or her housekeeper as rewards of merit, not as tips. If you dislike the thought of having your guests tip your servants, you must have a thorough understanding with the latter that they shall receive from you a fixed sum per day for each guest entertained under your roof. You are then free to explain to your visitors that your servants are not to be tipped.

9. Are tips given in clubs?

Practically never. An employee-fund box, placed usually in the hall near the dining room, takes the place of tips. At Christmas time, members are given an opportunity to subscribe to the Christmas fund, which is divided among the club servants.

10. What other tips are customary?

The list is legion-long. Every attendant in a public or semi-public place who offers any sort of personal service expects a tip. The bootblack who shines your shoes and then flourishes a brush over your coat; the expressman who delivers a package; the boy who brings a telegram to your

home or office—all look for a tip. The door man at hotel or theater who calls your cab expects ten cents, and the door man at a shop who holds an umbrella over a customer on a rainy day and escorts her to her motor is tipped. At the theater, the girl who checks wraps in the women's dressing room, the check boy who secures possession of a man's overcoat, the carriage attendant who snatches a taxicab for you, all look for financial reward. In many of the movie houses ushers must be tipped to find you a desirable seat. In restaurants and hotels, dressing-room attendants expect a small fee. Even at a party in a friend's home the servants on duty in the dressing room are often tipped.

Tipping customs for taxi drivers vary in different cities. In New York, for example, where the chauffeurs receive a percentage of the fares they carry from the firms owning the cabs, individual tips are disappearing, except under unusual circumstances, when a chauffeur succeeds in making a close train connection, handles an unusual amount of luggage, or assists in the care of an invalid.

11. Should a tip be given when service is unsatisfactory?

In the interest of good service, the tip should be withheld and the reason for withholding it should be given in a quiet, dignified way, either to the offender or to some one in authority over him. Unfortunately, most of us lack the courage to explain, and, withholding the tip, leave the scene followed by the black looks or mutterings of the impertinent employee of whom we should complain. Tips given for unsatisfactory service break down the morale of a staff and encourage impertinence and inefficiency.

Chapter XXXV

TRAVELING

THE successful traveler is he who knows how to make a journey in physical comfort and in peace with his fellow travelers. So he first considers the customs of the country which he proposes to visit and the mode of travel which he has selected; then he shows to all with whom he comes in contact the courtesy which he would have shown to himself.

The inexperienced traveler is often humiliated by ignorance of such simple matters as the proper way to check luggage and to find a seat in the dining car or *salon* of an ocean liner. For this reason, in this chapter much space is given to preparations for traveling.

Traveling by Rail in America

Traveling light is a sign of experience. Hand luggage should be reduced to the necessary minimum of pieces, and these should be carefully packed so that it is not necessary to dig into the lowest layer for articles which may be needed at the start of the journey. Before making a complaint a wise traveler makes a study of all conveniences and appliances supplied by the railroad company on its trains and terminals. These conveniences include bus lines and checking rooms at the terminal. No experienced traveler who has a few hours or even a day to spend in a city carries hand luggage about. He checks it at a terminal.

1. What luggage is required for an overnight trip?

Just enough luggage to make the traveler comfortable during the journey and presentable on arrival at destination. A woman can do very well with a suitcase of reasonable size if the lid is fitted with toilet articles. In the lower part of the bag she will pack such clothing as she requires to make herself look fresh and well groomed on leaving the train.

In the tray she will have her Pullman robe, slippers, and other articles needed for sleeping in a berth. If she is not carrying a trunk or very large suitcase, she may take a medium-sized suitcase for any dresses or blouses she is carrying, and a well-fitted dressing bag which will also hold her Pullman robe, slippers, and toilet articles. This she carries to and from the dressing room.

2. *What are the correct fittings for a traveling bag?*

The same toilet articles needed at home. For a man, pajamas, shaving things, brush and comb, tooth brush, tooth paste, nail brush, change of linen, and, for a traveler whose skin is sensitive to hard water, a healing lotion to use after shaving. A bathrobe is never worn in going from berth to dressing room. Many business men travel even lighter than this on overnight trips, adding essential toilet articles and pajamas to the papers in their brief-case. Few men can shave successfully in a Pullman dressing room, and it is particularly not to be recommended to a man with a sensitive skin. Men experienced in traveling carry very little linen, as shirts and collars of standard patterns and sizes can be obtained in any city or town.

A woman needs her regular toilet articles, including a cleansing lotion for the skin.

3. *What luggage is required for a week-end trip?*

This is determined by the clothing which will be needed during the visit, but as a rule a large suitcase for a man, and a suitcase and dressing bag for a woman, are sufficient. Sport clothing, dinner dresses, and suits can be carried in a large suitcase or a week-end bag. For women, a hat box may be added. The new suitcases and hat boxes hold almost as much as a steamer trunk, and no one thinks of taking the latter for a week-end visit.

4. *What sort of luggage is required for a long journey with stops en route?*

For women who are visiting *en route* a wardrobe trunk, large enough to hold the frocks needed to meet social demands, is checked from stop to stop. In her berth or com-

partment, the woman traveler has the same luggage required for week-end or overnight trips. On sight-seeing trips a woman will be saved much trouble if she limits her luggage to a large suitcase, a hat box, and a well-equipped dressing bag. All this luggage can be transported in cabs or busses, while even a steamer trunk makes complications. Women who attend conventions have learned that in the three pieces of luggage mentioned above, they can carry afternoon and evening dresses, a dressy wrap and hat, and all the accessories required for a three- or four-day convention, or an equally long visit with hospitable friends.

Unless a man is making a protracted stay in one place he rarely carries a trunk; never when he is sight-seeing. In this day of hotel valets, evening or dinner suits can be quickly pressed, and a large suitcase is sufficient for his wardrobe.

5. How should luggage be marked?

Initials are preferred, though the full name is sometimes used on hand luggage. On both bags and trunks the type should be square and clear, sufficiently large for the owner to identify his property. The printing is on the end rather than top. Involved monograms are not in good taste. For foreign travel, the name of one's home city is sometimes added to initials on trunks and large pieces of hand baggage, thus—"A. S. G., Detroit."

6. How far in advance should tickets and Pullman reservations be secured?

For the comfort of the traveler, tickets and reservations should be bought and paid for at the earliest possible date; at least a week at ordinary times, and two weeks or more in holiday or vacation seasons. Last-minute reservations mean upper berths, sometimes sitting in the day coach all night. For long journeys, requiring change from one railway line to another, tickets and Pullman space should be purchased through from local ticket-office to destination. This insures comfortable accommodations and protection from all uncertainty, disappointment, and standing in line

before Pullman office windows at connecting points. Also it marks you as an experienced traveler.

7. *How is luggage transported from house or hotel to railway station?*

Large trunks are handled by express and transfer companies, and must be ready well in advance of the train hour, preferably the day before. If you have your railroad transportation, you can check your trunk direct from your house to destination. The expressman will give you an identification check, which you will present at the baggage office at the other end of your journey, or hand to a reliable express or baggage transfer company. Up to one hundred pounds baggage is carried free by the railroad company. For any amount above one hundred pounds you will have to pay a charge. This is another argument for traveling light.

8. *How soon before schedule starting time should one arrive at the station?*

In daytime, when the traveler is leaving from a terminal, ten minutes is ample time to settle oneself in a train. When boarding a Pullman at night, time should be allowed to undress comfortably in the berth before the train starts. When trains leave at midnight, or later, sleeping cars are often open as early as ten o'clock for those who wish to retire early. When boarding a through train at a way station, always telephone to the station an hour in advance and ascertain whether the train is on time, thus avoiding an unnecessary wait at the station.

9. *What is the proper dress for travel by rail?*

See Chapter XIV, "Dress for All Occasions."

10. *How is luggage taken from trolley car or taxi to train?*

If your trunk has been checked from house to destination it requires no attention when you reach the railway station. If you take it on your taxi or private car you must drive directly to the baggage window and, presenting your railway ticket, wait until your trunk is checked. If you have only hand luggage, in most cities a porter will offer to carry

it for you. Always employ a uniformed porter who wears the insignia of the railway company or the terminal. Such porters have the privilege of entering the gates and carrying your luggage to your berth or parlor-car seat, while porters not attached to the terminal, as a rule, are not allowed inside the train gates. The standard tip for such a service is twenty-five cents.

11. Where is the hand luggage placed in the car?

In day coaches, the placing of the luggage is regulated by the trainmen. If the roadbed is smooth and straight, much of the luggage can be placed in the rack overhead, but when there are sharp curves, or the roadbed banks heavily, it is sometimes forbidden to place heavy bags in the overhead racks. When two seats are turned back to back, suitcases and bags can be slipped in between them. Otherwise they must be placed under the feet of the owner. They must *never* be placed in the aisle. Argument with trainmen on this subject is as stupid as it is undignified. They are there to protect passengers by demanding obedience to rules.

In a parlor car the porter piles luggage in the overhead racks and between the chair and window. For an extra tip he will often dispose of large pieces of luggage, golf sticks, etc., in an empty drawing room or at one end of the car.

In a sleeping car, suitcases are slipped under the seats; smaller bags beside the traveler if there is room, or on the floor at his feet. The passenger with an exceptional amount of luggage will have enough consideration for travelers sharing his section to arrange with the porter for disposal of part of his large pieces.

12. Which seat in the Pullman section goes with the lower berth?

During the day using the seat facing forward is the prerogative of the owner of the lower berth. It goes without saying that if a man has a ticket for the lower berth and finds the occupant of the upper berth to be a woman, he will extend to her the courtesy of the seat which faces forward, and he has even been known to exchange his lower for her

upper berth, as, obviously, it is easier for a man to accommodate himself in an upper berth than a woman.

13. How does a traveler settle in the car for the journey?

As all railway trains in America are apt to be overheated, outer wraps are usually removed. Overcoats should be folded and placed in the overhead racks. If hung from hooks they are liable to sway back and forth annoyingly. Men lay aside their hats and on long journeys wear caps in the observation car, or for short platform walks when the train stops. These caps protect the hair from dust and dirt, and are much more comfortable for travel wear than hats. On short daytime journeys, smart women do not remove their hats. For long journeys, they carry soft sport hats to protect their hair from dust. No lady ever wears a boudoir cap except in her berth at night. Many women wear soft fabric gloves throughout a journey to protect their hands from grime. Experienced travelers wear soft easy shoes on journeys, but never slippers or mules suitable for boudoir use only. No lady would think of lolling in a Pullman section during the day in anything that resembled a kimono or wrapper. From the time she leaves her berth in the morning she is dressed for the street.

14. What services may be expected of Pullman porters?

The first duty of a Pullman porter is to keep the dressing room supplied with towels, soap, drinking cups, whisk brooms, and whatever the company provides for your comfort. In a parlor car he supplies foot cushions, and in a sleeper, during the day, a restful pillow. At night he brings a ladder for the passenger who occupies an upper berth. In both types of cars he will furnish a table for writing, playing games, or spreading your lunch. On many trains he is supposed to supply paper bags to protect the hats of the women passengers from dust. He should open and close windows, and, for women with children, he will purchase milk in the dining car and have baby's bottle properly warmed. From the diner he can also secure mineral water, soft drinks, and playing cards. At stations he will mail letters or buy papers, periodicals, even refreshments.

Service which is appreciated is usually given with cheerfulness, but a passenger should never ask a train attendant to perform any service which involves breaking the rules of the company.

15. When and how should he be tipped for such service?

At the end of the journey, in proportion to services rendered, and at the rate of twenty-five cents a day, or more if he has rendered special services. At times, a man who is placing his wife, mother, or daughter on the train in care of the porter, will hand him a tip before leaving.

16. What services are maids expected to render aboard fast trains?

Maids perform very much the same services as the porter, supplying paper bags for hats, arranging for service of meals to women passengers who are ill. They will also do manicuring or take odd stitches. As a rule, however, they are decorative rather than useful attendants.

17. Is it considered bad form to carry a lunch on the train?

A daintily prepared and served luncheon is not bad form, and is often carried by people of ample means who do not care for dining-car cookery or the buffet lunches served in parlor cars. Experienced travelers, mindful of delays and wrecks, nearly always carry such supplies as sandwiches on short journeys; biscuits and fruit, milk chocolate, dates or figs for long journeys. Tea and pulverized coffee, which require only boiling water for preparation, prove a godsend in serious delays.

18. What are dining-car customs?

This depends upon the train. On some roads the dining-car steward goes through the cars distributing seat checks for certain tables at certain hours. The meals are called by a waiter and passengers go promptly to the dining car, present their checks, and are seated by the steward.

On other roads, travelers still line up in the corridor of the diner, waiting their turn for seats at table. In this case it is usually wise to start for the diner as soon as the meal is

first announced. It is also well to learn if the diner is to be taken off the train and, if so, at what hour. The end of the meal hour is apt to be hurried as the train approaches the town where the diner is to be dropped.

19. How does one prepare for sleeping in a Pullman berth?

The essence of good manners in traveling is consideration for others. The man who unpacks and repacks his luggage in the washroom, and the woman who makes a long, elaborate sleeping-toilet in the dressing room, are equally inconsiderate. The experienced traveler can make most of her preparations in her berth and then, wearing a Pullman robe and carrying her hand-bag filled with toilet articles, she will go to the dressing room to wash and do her hair. Shoes should be placed under the berth, and at the front, so that the porter may polish them during the night. All valuables, like money or jewelry, should be worn by women around the neck or waist, in a bag, and never left in a berth while the passenger goes to the dressing room. In folding clothing, it should be arranged in the order in which it will be most easily found in the morning. The experienced traveler knows how to make a quick toilet, and does not monopolize basin and mirror for an indefinite program of hair-dressing and make-up. The secret of a quick dressing is a well-arranged toilet bag with the things first needed on top.

20. To whom should a traveler apply for information on a train?

Before asking questions, look at the cap worn by the train attendant. A railway or Pullman conductor can give you information about connections and reservations, but frequently a brakeman or porter cannot. A porter can secure you a railway guide, a hotel guide, or time-table. The hotel guide found in every Pullman car is especially useful when a traveler learns that the train will not make the expected connection and wishes to wire ahead for a room at a good hotel. A woman especially should never take the advice of a fellow passenger about a hotel. If there is no hotel guide on the train, she should consult the Travelers' Aid Society

in the railway station. All questions concerning the service of the railway company or the Pullman company should be asked of uniformed attendants, not fellow passengers.

21. Is it permissible to speak to fellow passengers who are strangers?

It is permissible, but inadvisable. All sorts of people are thrown together temporarily in a train. Dress and manners are not always proof of respectability. On a short journey it is not necessary to converse with strangers. On long journeys passengers sometimes exchange morning greetings, comment on the weather or the day's news, but there is nothing more dangerous than a friendship suddenly developed on a railway train, unless it is discovered beyond doubt that you have mutual friends. A young girl must be especially careful not to accept attentions or favors from strange men or women. In an emergency any service she requires will be rendered by train attendants.

Men frequently enjoy conversations among themselves in the smoker or club car, but they are extremely careful about addressing women or offering any service. A man with the kindest intentions, offering to carry a suitcase for a woman or girl, or to perform some other little attention, may be humiliated at having his courtesy misconstrued. However, it is usually safe to offer aid to a mother burdened with small children—the tribute paid to motherhood by any decent-minded man.

22. What customs govern the end of a journey?

Preparations for leaving the train should be made in ample time to avoid rushing at the last moment. Porters are tipped at the time they brush the clothes of the passengers. Hand luggage is usually collected by the porter and carried to the end of the car at least ten minutes before reaching the station, so have your bags ready. As this luggage is piled promiscuously on the station platform to be claimed by passengers, if you have an especially valuable piece of luggage do not surrender it to the porter. The railway company is not liable for any mistakes in sorting luggage on the platform.

As the clerk in an American hotel understands English, the traveler should make his room requirements clear when he registers. If he is a light sleeper, or wishes to sleep late in the morning, he should ask for a quiet room, and particularly avoid an air-shaft room. The woman who is easily depressed, perhaps a little nervous about stopping in a hotel alone, should also avoid the air-shaft room, and ask for one with sunlight and, if possible, a pleasant view. There is also a choice between tub bath or shower. The latter type of room is very popular with men. Don't wait until a bell boy has taken you to the fourteenth floor to announce that it is not at all the sort of room you want. Inquire about the room before you start for the elevator. The hotel clerk will admire you for knowing what you want in the way of accommodations and for being able to express your wishes intelligently.

23. How are hotel reservations made?

By letter or telegraph, and, during the tourist season, well in advance. Requests for reservation should be very definite, stating whether a double or single room is desired, with or without bath, also the number of persons in party—if more than one room is desired. If probable length of stay is stated, the clerk may be able to reserve a more advantageous room.

24. What is the correct procedure on arriving at a hotel?

All hand luggage is turned over to the bell boy who meets the bus or taxi. If the guest arrives on foot a bell boy meets her inside the hotel entrance. In either case, she goes directly to the office to claim the reservation made in advance and to register. Having registered, she will ask for mail and telegrams and leave word if she expects any special telephone calls or visitors. Until the room clerk has had opportunity to register her arrival with the telephone operators she may miss early calls on the telephone. The bell boy, carrying her luggage and key, leads the way to the elevator and room, where he deposits the luggage, turns on lights, opens or closes the window as desired, turns the heat

on or off, according to the weather. If the guest desires ice water, stationery, or any other special service, she asks for it before he leaves, and tips him for the entire service on his return. Otherwise she tips him for bringing her luggage to the room, ten to twenty-five cents, according to the type of hotel.

25. *What is the proper way to register?*

A gentleman registers as "John Cabot, Boston." He never uses a title, like "Mr.," "Dr.," or "Judge" when he is alone. When his wife is with him, the correct form is "Mr. and Mrs. John Cabot, Boston." For a family party he may register thus:

John Cabot, Boston
Mrs. Cabot (and maid, if she has one)
Miss Abigail Cabot
John Cabot, Jr.

Or, if his children are young, "Mr. and Mrs. John Cabot, Boston, two children and nurse." A lady always uses Miss or Mrs. in registering, thus, "Miss Abigail Cabot, Boston," or "Mrs. John Cabot, Boston." A married woman never uses her Christian name in registering, thus, "Mrs. Mary Cabot." Professional women only sign their names without a prefix, thus, "Mary Garden, Paris," or "Geraldine Farrar, New York." In some states the hotel law requires a hotel guest to register street and number.

26. *To whom should a guest apply for information about service of any sort, sight-seeing or amusements, railway or steamship accommodations?*

For service in the hotel, call the telephone operator from your room, asking for the barber shop or hair-dressing parlor, if you wish to make an appointment; for room service if you want your meals served in your room; for the valet if you want a suit pressed or repairs made. Over the telephone you will usually be given connection with the druggist or florist attached to the hotel, and men can order linen from a haberdashery in the same way. Ice water, stationery, newspapers, periodicals, and theater tickets should all

be ordered over the telephone from your room. Information about sight-seeing tours can usually be secured from the taxicab starter, while the chief porter will secure railway and steamship reservations and look after baggage.

If you need extra bedding or linen, ask the telephone operator to connect you with the linen room. Never go out in the hall in search for a chambermaid. In case of illness the telephone operator will summon a house physician for you, and, in most hotels, the housekeeper will send an employee to see if any service can be rendered until the doctor arrives. The telephone operator will also make a note of the hour at which you wish to be called in the morning. Any complaints about service in the hotel should be made directly to the manager.

27. What rules govern the conduct of an unaccompanied woman in a hotel?

She dresses inconspicuously; she does not sit alone in the lounge. The fashionable woman usually has her meals served in her room. If this is not done, the woman who enters a hotel dining room alone usually carries a magazine or book, not only to while away the waiting time, but to protect herself from curious glances.

28. What is the correct dress for hotel guests?

Men wear business suits by day, and, if they are entertaining local people, Tuxedos for dinner. Women wear tailored suits or very simple daytime dresses during morning and afternoon, and the simplest of restaurant dinner dresses at night. They never enter the dining room without a hat, nor do they sit in parlors and lounges without hats. Full evening dress is worn only when entertaining in a suite or private dining room, and a teagown only in the privacy of a hotel bedroom.

29. When are hotel attendants tipped?

For special services, such as the delivery to your room of ice water, telegrams, parcels, bell boys are tipped as service is rendered. Waiters are tipped in the dining room and for bedroom service after each meal. Porters are tipped

when luggage is delivered or taken away. The head porter who buys railway or steamship tickets is given a fee when he delivers the tickets. The chambermaid is tipped on the final day of your stay, if some special service has been performed. The head waiter in the dining room is not tipped, except when a guest gives a dinner party or asks to have a special table reserved. Guests who have had special service from the telephone operator often leave a tip or gift for her. For amounts of the various tips see Chapter xxxiv, "Tips."

30. *What is the proper procedure on leaving a hotel?*

The guest who would make a graceful exit from a hotel allows ample time. Last-minute demands for porters, bell boys, and taxis create confusion, and the departure of the guest is undignified. A guest inquires the time necessary to reach railway station or steamship dock, and has her baggage ready promptly. A man usually pays his bill at the cashier's desk and leaves his forwarding address for mail and telegrams. A woman can have her bill and forwarding card sent to her room. If she gives ample notice, a porter will arrive punctually for her bags, and a taxi will be waiting for her at the door. Her final tips are paid to the porter, or the bell boy, and the carriage attendant who has the taxi ready for her.

31. *What mode of transportation should be used in going from hotel to railroad station?*

When a hotel runs a bus, this is the customary way of reaching a station. The handling of luggage is included in the fare, but the traveler is supposed to tip the attendant who looks after this detail. When there is no bus, the carriage attendant at the hotel will call a taxi from a responsible company. If there is no meter on the cab, the traveler should ask for the customary charge from hotel to railroad station. Both men and women traveling with a single bag frequently use trolleys if these run direct from hotel to railroad station. This is all a matter of taste and financial convenience. A taxi is by no means a sign of smartness or exclusiveness.

Traveling by Steamship

Traveling by steamship to-day is very much like living in a palatial hotel, and practically the same customs prevail. The ideal ocean traveler is unostentatious, low voiced, and not too quick to make acquaintances. No matter what you pay for your passage, no matter how luxurious your suite, any effort at social climbing is apt to meet with rebuff.

32. *What is the best method of booking passage by steamship?*

Direct from the steamship company at the sailing port or through its local agent. Travelers planning to sail during the tourist season should secure reservations immediately they decide to make the trip. Desirable cabins are engaged months in advance. This is true of both ocean liners and steamers on the Great Lakes. Items to be considered in the selection of a cabin are light, air, central location. Cabins located in the bow or stern of the ship, or near the engine room, are more affected by motion than those amidships. Proximity to the dining saloon, to bath rooms, and to the promenade deck, are also worthy of consideration. The traveler who is going to a foreign country will require a passport; also a visé for each country to be visited. The steamship agent from whom you buy your ticket will tell you how to secure these important papers.

33. *What luggage is needed for a sea voyage?*

The amount of luggage depends upon the length of the voyage, the type of steamer, and the traveler's plans at the end of the trip. Passengers who plan to make visits and engage in social gayeties on arrival at their destination take as many trunks as their wardrobe will require, and these trunks are placed in the hold of the steamer for delivery at the port of landing. The ordinary woman tourist, bent on sight-seeing, does very well with one steamer trunk (plain or wardrobe style), a week-end case, a dressing bag, and a hat box (if her hobby happens to be hats). The steamer trunk should be low enough to slip under a cabin berth. The week-end case and the hat box should be large enough to hold clothes for short trips. In Europe it is better to

send the trunk ahead to the important cities in the itinerary, or even to hold it at the port of arrival and departure, than to carry it on short trips. Men tourists do well with one large suitcase fitted with toilet articles. All this luggage should be plainly marked with the owner's initials—painted, not tied on.

The agent of the steamship company will supply the labels for identifying luggage at pier. Those marked "Hold" are for the large pieces of luggage, consigned to the hold of the ship, which the traveler will not require until the end of the voyage. All smaller pieces are marked "Stateroom" or "Cabin." There is a space on these labels for the passenger to write his name. It is well to send trunks for the hold a day in advance. Luggage for the cabin may be taken to the dock by taxi at the time of sailing. Experienced travelers do not carry umbrellas or parasols. They wear raincoats.

34. *What clothing is required during the voyage?*

An experienced woman traveler boards and leaves the steamer in smartly tailored or semi-tailored costume. Men wear business suits. During the voyage a woman wears sport clothes during the day, tweed or serge; low-heeled shoes; loose coat, cape, or sweater; soft sport hat. Men wear what are known as "country clothes" until dinner time. For dinner in the *salon* women wear afternoon house dresses without hats, and in the *à la carte* restaurant, as found on the *de luxe* steamers, they wear what is commonly called a restaurant dress, which is a modified and rather simple dinner dress. Men wear dark sack suits in the dining *salon*, Tuxedo coats in the *de luxe* restaurant, but never a "tail coat." One or two dinner dresses and the necessary lounge clothes for daytime wear are sufficient for any woman on a sea voyage, except the world tours or crossing the Pacific, when weeks of travel call for more changes of raiment. A dark, inconspicuous bath or lounging robe, with matching slippers, is needed when the passenger has no private bath. Women use caps to match their robes. These garments, with underwear and toilet articles, are sufficient equipment.

A dressing case fitted with needed articles is essential to comfort on sea voyages.

35. *What is the correct procedure on boarding the steamer?*

As docks can rarely be reached by trolley lines without considerable walking, it is best to take a taxi. This may be stopped at the entrance to the pier, or it may be allowed to proceed to the foot of the gangplank. In either case the passenger is met by a deck steward, who will take charge of the luggage. On being told the cabin number, he secures the key from the purser and, carrying the luggage, leads the way to the cabin and stows the luggage in the most advantageous manner. He is tipped for this service according to the number of pieces, the tip ranging from twenty-five cents to one dollar. If luggage has been sent in advance, a steward will help you to locate and claim it on the dock.

The next step is to make final arrangements for a comfortable voyage. At the purser's office you will be assigned to your seat in the dining *salon*, and if you have any valuables they should be given to him at this time to deposit in his safe. No steamship company is responsible for valuables which you keep in your cabin. From the chief deck steward you can rent a chair and a rug for a nominal sum. Consult him, and not your fellow passengers, about the location for your chair. He knows all about the relation of wind and sun to different points on the deck. The first time you see your bath steward, arrange for your daily dip in sea water, which is one of the luxuries of modern ocean travel.

In small steamers, either lake or ocean liners, a steward or attendant distributes mail and small parcels in the lounge, the dining *salon*, or other conspicuous place, and you call personally to claim these farewell messages. On the huge steamships *de luxe*, mail, gifts, and flowers are distributed to cabins before and after the steamer sails.

36. *Are introductions necessary on shipboard?*

This is always a vexed question which only circumstances can answer. Neighbors at table in the dining *salon* usually exchange greetings at least night and morning, and this

acquaintance will ripen on deck and in the lounge if it promises to be mutually agreeable. Occupants of adjoining deck chairs often exchange greetings also, but no well-bred person uses this custom as an excuse for boring his neighbor. Men are careful about addressing women they do not know. When a man has performed an act of courtesy for a woman, she will quickly let him see whether she desires to continue the acquaintance thus started. In scanning the passenger list, one often sees the name of man or woman known through a mutual friend. Under such circumstances, Miss Canyon City may say to Miss Back Bay, "I have the pleasure of knowing your cousin, Miss White Mountain." Miss Back Bay will acknowledge this self-introduction courteously, and it is also her privilege to indicate whether the acquaintance shall be continued. Well-bred girls are most careful about making new acquaintances on shipboard when their mothers or chaperons are confined to cabin by illness.

If other passengers invite a lone traveler to join in deck games, like shuffle-board, the invitation may be accepted by either man or woman, but it is wise to avoid card games played for money. There is nothing more rude, and nothing more sure to result in humiliation, than for a detached traveler to force himself, or herself, upon a group of friends traveling together. If such a group desires to increase its number a member will quickly make the fact known. One traveler never visits the stateroom of another except by invitation. In case of illness it is better to send a message by steward or stewardess offering to perform any service the invalid may ask. Fashionable people who cross frequently on the large ocean liners often make up parties in their cabins *de luxe* for bridge and Mah Jong, or have their meals served in their cabins, or they may form parties in the dining *salon* or restaurant. These tables are exclusively for their invited guests, and any other passenger intruding upon them will receive a well-merited snub. Social climbing on board an ocean liner is extremely difficult. Passengers who regard an ocean voyage as a rest cure are justified in declining all overtures of would-be acquaintances. There are various ways of ridding oneself of a bore on shipboard.

Both men and women know how to employ the same methods they use on land.

37. *What should be done when a passenger makes himself objectionable?*

The deck steward will change the location of your steamer chair, and, if a man persists in annoying a woman, she need only complain to one of the officers of the ship. But the best protection for a woman is her own dignity and aloofness. So long as she does not try to attract the attention of men by conspicuous dressing, or dancing, or by challenging glances, or what may be described as an appeal from loneliness, or for protection, no man will press attentions upon her.

38. *When are attendants tipped?*

Just before the steamer docks. See Chapter xxxvi, "Tips."

39. *Is it necessary to say good-by to steamer acquaintances?*

Steamer friendships are as light as air. It is not necessary to say good-by to travelers with whom you have spent a few pleasant hours, but it is courteous. Neighbors at table usually exchange cards or good-bys at the last meal before docking. If an officer of the ship has rendered some special service during the voyage, the passenger makes a point of expressing appreciation before leaving the ship.

Traveling Abroad

Unfortunately, the caution most needed for the average American tourist abroad is to cultivate dignity and reticence. The mass of overseas travelers talk too much, too loudly, and too egotistically. We may be the youngest, liveliest, and most prosperous of nations, but Europeans, with their war debts, their traditions, their long-established customs, resent rightly the bragging of American visitors. Remember that our customs are as strange to them as theirs to us, and that many of their customs have stood the test of time. The American tourist will have a much pleasanter trip if she follows the customs of a country she is visiting, emulates

the courtesy of its people instead of calling them "servile or insincere," and makes no invidious comparison between the methods of living abroad and in her own prosperous country. Observation, common sense, and a spirit of fair play will develop in the traveler those qualities which will win quick response from fellow travelers, both American and foreign.

40. What are the first steps in preparing for foreign travel?

As soon as you have decided upon the countries you intend to visit, purchase a guide book (the Baedeker series is inimitable) and familiarize yourself with the territory you wish to cover, and the sights you particularly wish to see. Make out an itinerary which you can change as you become more familiar with the country.

Familiarize yourself with the currency of the country and learn to make change, using dummy paper and coins. Do not leave this until your arrival abroad and then refer to your currency table every time you pay a bill or make a purchase. This is an invitation to the adept in short-changing.

Unless you have already studied the languages of the countries you will visit do not waste your time trying to master a few phrases during the voyage. English is spoken in practically all the hotels, *pensions*, and business establishments in western Europe. A reading knowledge of the language is desirable because it helps you to order your meals and to read the newspapers. If you would learn the language of any country in which you make a considerable stay, secure rooms in a private family, go to the theater and read periodicals.

41. What is the best way to carry funds?

The old-fashioned letter of credit has been superseded by travelers' checks issued by well-known banks and express companies for tourists' use. When about to leave one country for another, be careful to get rid of your coins and currency before crossing the border, so that you will not arrive in a new country laden with foreign money. It is always a good plan to establish your connection with a big tourist or express agency on arrival in a new city. If you are using

their travelers' checks, they will handle your mail for you and attend to other details of traveling without charge.

42. Do any customs govern the handling of luggage in Europe?

There is no checking system in Europe such as we have in America. You see your own trunk placed in the baggage car and you must see that it is taken off, which explains why all Europeans and experienced Americans depend upon hand luggage, and why it is piled mountain-like in train compartments. Porters are available at all stations.

43. What special customs govern railway travel in Europe?

There are two or three classes on European trains. Your Baedeker will advise you on this subject. It is usually safe and comfortable to travel second class, but not third. Women who object to smoking should be careful not to enter smoking compartments by mistake. Such cars are clearly marked, and a word to know in any language is the word for "smoker." As a rule, Europeans prefer to ride backward, so the American has no difficulty in securing a seat that faces the engine. Passengers rarely speak to one another on European trains, beyond a polite "Good morning" or "Good afternoon." Americans should avoid making any approach to Europeans, as this may be misconstrued.

44. Is it safe for a woman to ride alone in a compartment with a strange man?

Yes, if the American woman will cultivate the aloofness of her foreign sisters, but she must not invite any attention. An American woman could not possibly travel alone in Europe in the free and easy fashion she maintains in America. American men should be careful about offering any courtesy to European women, as they thereby invite an embarrassing refusal.

45. How does European hotel life differ from American?

Largely in the personal service rendered to a guest and the courtesy expected from travelers to servants. The servant in a foreign hotel is obsequious and yet jealous of

his position. Boots placed outside your door at night will be polished. In France and Switzerland your breakfast will be brought to your bedside. Valet and maid service will be rendered cheerfully. For all this service you pay in tips, but a servant also expects a pleasant greeting from the guests. The traveler must say "Good morning" to each servant from the elevator boy to *concierge*. Instead of raising a finger or murmuring "One" to the head waiter on entering the dining room, the traveler says "Good morning" or "Good evening." Equal courtesy is expected by shopkeepers and tradespeople. In Germany and France you greet the person who sits at the same table in a public restaurant or the hotel dining room, though your conversation may go no further than "Good morning," or "*Mahlzeit*." On the Continent men greet one another on the street by raising their hats. The experienced traveler must be particularly careful about entering his *pension*, or apartment hotel, at night. The outer door is locked, the *concierge* sleeping in a cubicle just inside the door. The traveler rings the bell, and as the door opens he calls out his name or the name of the family with whom he is staying. In Spain a night watchman opens all doors from the outside, being called by the traveler's whistle.

46. *What tipping customs prevail in Europe?*

Study your Baedeker. Practically everybody who serves you in Europe is tipped. On the morning you leave your hotel you will find a staff of servants lined up, from an imposing *maitre-d'hôtel*, or assistant manager, to page or humble boots. By referring to your Baedeker you will know exactly what to pay each one. In some countries, including Germany, even the tram or bus conductors are tipped, and theater-goers add a few pennies to the price charged for programs. "When in doubt, tip," but never allow yourself to be overcharged. The tip is expected and respected. Permitting yourself to be overcharged proves that you are inexperienced or *nouveau riche*. This is particularly true of bills from hotels which cater to American trade. Many managers of these hotels make a business of overcharging careless or timid American travelers. Read

your hotel bill carefully and deduct from it any items for service which you did not receive, such as candles that you did not burn, breakfasts that you did not eat, handling of luggage which you do not possess, and so forth.

Traveling by Airplane

In Europe airplane transportation is so common that the American must give it consideration in planning a tour. If you are not a good sailor on the water, you should hesitate to attempt sailing through the air. The physical sensations are sometimes quite similar, especially if the wind is high and the barometer low.

The huge planes which travel constantly between large cities like London and Paris are inclosed with glass, and passengers wear ordinary tailored clothing, rather heavier for high altitudes, and they never wear floating veils. Every garment should be adjusted snugly. These planes are supplied with every comfort and toilet facility, but passengers cannot take much luggage, just small suitcases or dressing bags. Other luggage is forwarded to your destination by express.

For traveling in small open planes, both men and women tourists should dress like aviators. Women wear either knickerbockers or very trig skirts, thick stockings, a leather coat and a leather helmet, with goggles. As veils are prohibited, the face should be protected from the rushing air by a thick coating of cold cream or several coats of liquid powder.

Traveling Don'ts

DON'T annoy your fellow passengers by sitting with your feet thrust out in the aisle; by leaving your window open so that a draught strikes the neck of the man just ahead of you; or by keeping the shade up so that the sunlight falls on the book of the passenger opposite.

DON'T expose your poor training at home by filling your section with torn newspapers, banana parings, nut shells, and other débris. When you have finished reading a newspaper, fold it up and hand it to the

porter, who will dispose of it. Ask him also to throw out remains of your luncheon.

DON'T use heavy perfume, which, added to the odors of train smoke, may make your fellow passengers ill.

DON'T include in the lunch you may take strong-smelling food which may offend other people, such as rich cheese, onion salads, fish sandwiches, peanuts, and bananas.



Yes, You Meet Tourists of This Type. And Some Poor, Inoffensive Fellow Passenger Is Going to Stumble Over the Suit Case Which the Shirt-sleeved Man Has Left in the Aisle

DON'T carry a smoldering cigar back to your seat in the Pullman car. Finish your smoke in the club car, observation car, or smoking room.

DON'T ask unnecessary questions of train attendants. It is often against the rules to give out information concerning delays, wrecks, etc.

DON'T complain loudly of the food or service in the dining car. If you have a complaint, send for the dining-car conductor or steward and ask him to adjust it.

- DON'T leave your valuables in your compartment or berth while you take a walk on the station platform, and then accuse the porter of robbing you. A professional thief, boarding the train at the stop, may be the guilty person. Keep your valuables on your person.
- DON'T ask a fellow passenger to open your window. Ring for the porter.
- DON'T settle for the night without locating the electric-light button and the call bell in your berth.
- DON'T pick up a cab when you leave a station. Take a cab sponsored by the railway or terminal company, or, if you are a woman, ask the Travelers' Aid representative to find one for you.
- DON'T fail to thank a fellow passenger for a courtesy, but do not encourage further conversation.
- DON'T tell your business or family affairs to chance acquaintances on a train.
- DON'T bore traveling acquaintances with accounts of your former journeys, personal illnesses, and operations.
- DON'T complain if children in the car are restless or cry. That is a chance you take when you travel. If you cannot endure contact with human beings hire a drawing room or compartment, or stop at home.
- DON'T monopolize the attention of your deck steward on an ocean voyage. Other passengers have equal right to his service.
- DON'T play the piano or sing in the music *salon* of the steamer unless you are very accomplished. There is no surer way to arouse unfavorable comment among your fellow passengers. If you have professional ability, you will be asked to play or sing at the ship's concert.
- DON'T allow your children to annoy passengers. Very few adults on train or steamer enjoy entertaining other people's children. Start on your travels with a good supply of simple compact games and hand-work to amuse children during the trip.
- DON'T monopolize writing desks in observation cars, club

cars, and steamer writing rooms. Practically everybody likes to write an occasional letter or post card. DON'T scatter powder or rolls of hair in the dressing room of a Pullman car, nor leave a washbowl full of water. By your untidiness in public places do you advertise your lack of home training and breeding.

Chapter XXXVI

VACATIONS

THE very rich call it "the Palm Beach season," "the Newport season," "the London season." The American of moderate means calls it his "vacation."

This vacation of a fortnight or a month, taken in summer by millions of American families and unmarried salaried people, has become such an institution that its customs deserve a place in an up-to-date work on etiquette. While Chapter xxxv, "Traveling," covers tours and sight-seeing trips, special attention must be given here to the customs which prevail at resorts where vacationists remain anywhere from a week to two months.

1. What advance arrangements should be made?

The first step is to select carefully the resort and the hotel. The person who lives at sea-level the year round will usually be benefited by spending his vacation at a mountain resort. Those who live inland will enjoy the seashore. Persons who like outdoor life—fishing, woodcraft, and hiking—will be comfortable at a camp. On the other hand, people who have no taste for such sports should select a hotel or modernized house where they will have city comforts, dancing, lawn sports, and motoring.

A point which every vacationist should consider is drinking water. The prevalence of typhoid fever in the fall months can be traced to infected springs and wells in summer resorts.

Having selected your resort and hotel, have a definite understanding in writing about accommodations and rates. Many a vacation has been ruined by carelessness in this respect, resulting in disappointment about the size and the location of rooms, or the unexpectedly high rates charged for board and room.

Never go to a resort during the height of the summer season without securing accommodations in advance.

2. *How soon should traveling reservations be made?*

Several weeks in advance. See Chapter xxxv, "Traveling."

3. *What clothes are needed for a summer vacation?*

Your clothing should be regulated by the type of resort you select and the sports in which you will take part. Re-



Every Golf Suit for Man or Woman Seems to Be Built Up—and Down—from Smart Hosiery

member that clothing, especially sport wear, is always more expensive at a resort than in a city. Take everything of this sort with you.

For the seashore, a woman needs a bathing suit, shoes,

stockings, and cap. Some men wear bathing caps and shoes; others do not. If you will have to walk some distance from your house to the water in your bathing suit, you will need a cape or a coat which will not be spoiled with water. A sweater is an essential at almost any summer resort. If you expect to play tennis, you will need clothes suitable for this game. See Chapter XIV, "Dress for All Occasions." Gulf enthusiasts need no advice about clothing. For motoring, women will need a snug-fitting hat and a soft veil.

Vacationists stopping in a camp will need stout sport clothes. Both men and women wear knickerbockers, flannel shirts or blouses, sweaters for chilly days, and raincoats for storms, stout shoes, and ribbed hose. Puttees have an advantage over woolen stockings only in heavy underbrush. In boarding camps there is practically no dressing during the week, and if you go to the village church on Sunday, or have week-end visitors, you still dress very simply, usually in sport clothes.

Those who spend their vacations at boarding houses or hotels dress much more simply to-day than before the war. Sport clothes are worn for both morning and afternoon. In the evening, men wear flannels or Tuxedos, women and girls summery frocks of filmy materials, never the heavy satin, brocaded, or beaded dresses seen at winter dances. Beads and pendants, a bar pin, or a bangle may be worn in summer, never pretentious jewelry.

4. How does a guest register at a summer hotel?

Just as at any other hotel. See Chapter XXXV, "Traveling."

5. How does a guest secure a desirable seat in the dining room?

The first time you go to the dining room, tell the head waiter how long you expect to remain, ask him to seat you at a table by a window or with some agreeable people, at the same time handing him a tip, the amount depending upon the size and standing of the hotel. Later, if you

make agreeable acquaintances and wish to sit at table with them, arrange this also through the head waiter.

6. *How may one make pleasant acquaintances on a short vacation?*

As a rule such acquaintances result from propinquity and from common interests. Married people quite naturally drift together, and so do young people. Sports often serve as an introduction. It is perfectly proper for a young man alone at a hotel to ask the manager or clerk to introduce him to the people he desires to meet. A woman who is alone may always speak to other women without an introduction, on the piazza or in the dining room of a small hotel, and in a few days she will know quite a number of people. At many summer hotels, salaried hostesses are employed to arrange dances, athletic contests, bridge, and Mah Jong parties, and to introduce guests to one another. The same service is often rendered by the manager of a small hotel, or his wife. At a large hotel, it is more difficult to become acquainted, and social relations are more like those of a large city. Vacation acquaintances, like those on ship-board, should not be taken too seriously, and holiday intimacies sometimes result unpleasantly.

7. *How can a vacationist avoid meeting strangers and secure privacy?*

By going to a large rather than a small hotel. If she finds herself in a small hotel, living among gregarious people, she will explain to the manager, or salaried hostess, that she has come for a rest; then she will seek out the more secluded corners in the grounds and will politely decline invitations to join bridge games, boating parties, and community affairs. She can do this graciously. It is not necessary to be rude, or to refuse to speak to other guests. A "Good morning" or "Good evening" should always be acknowledged politely.

8. *What is the etiquette of the bathing beach?*

First of all, to dress decently (no other word expresses it) and to behave modestly. Anyone who deliberately sets

out to attract attention during the bathing hour will be criticized severely. Well-bred persons do not "spoon" on the beach or in any other public place. At most bathing resorts, walking through the streets of the town in a bathing suit is forbidden. You will be asked to wear a wrap of some sort over your suit, and this should be done whether the law requires it or not.



Off for a Day's Fun in the Right Clothes for Games and Hiking

9. May young girls go on vacations alone?

In this day of the self-supporting woman it is sometimes necessary for a young woman to take her vacation alone, or else have no trip at all. If she cannot induce a relative or friend to go with her, she must be most circumspect in her conduct, both while traveling and at the resort she visits. If she wants to avoid all gossip she will make friends with

some elderly woman stopping at the same hotel and will virtually place herself under this woman's chaperonage. She will not remain out late at night with a man, motoring, canoeing, or lounging on the beach, and she will join wholeheartedly in the community and hotel sports. Groups of girls may take their vacations together, but Mrs. Grundy has never tolerated the dangerous custom of girls and young men in groups sharing their vacations at a summer resort or camp without a chaperon.

10. Is it necessary to keep up vacation acquaintances?

Unless a vacation acquaintance has proven especially congenial, and a real friendship promises to grow out of it, no social obligations are felt on either side, and it is rather bad taste to promise to write when you know that you will become absorbed in other people and other interests on your return home. It is a gracious thing, however, to say good-by, not only to the acquaintances you have made, but to the manager of the hotel, the salaried hostess, and any others who may have contributed to the pleasure of your stay. To slip away from the hotel without a leave-taking proves that you are not only ungracious, but awkward and self-conscious.

Chapter XXXVII

VISITORS AND VISITING

IN the good old days of our grandmothers, visiting had a definite place in the social scheme. Intimate friends and relatives alike made annual rounds of hospitable homes. Sometimes they wrote, heralding their coming. Sometimes they neglected this trifling formality. Once installed, they stayed and stayed and stayed until the spirit moved them to visit elsewhere. And strange as this may seem to the modern hostess, they were welcome, and their departure was often regretted.

To-day, it simply can't be done. The infinite complications of modern life, economic and social, the prevalence of the compact city apartment, the disappearance of the old-fashioned servant who did not complain about company, and the high cost of living have banished the family visitor. Even a close relative does not descend upon her kinsfolk without invitation, and if she is invited, the limitations of her visit are clearly defined. No longer does Aunt Maria write that she will arrive by the evening train Tuesday to make a good long visit. If Aunt Maria did any such thing she might find her niece's apartment closed and learn that the entire family were on their way to California in their car! For the occasional visiting of to-day, which, by the way, is quite distinct from week-ending, there are very definite limitations and restrictions.

1. How are invitations for a visit given?

Since visiting is only possible between dear friends or close kin, invitations are given by informal note or letter from the hostess. There is no rule for the wording of these, but the reason for the invitation is usually stated. A

city dweller may invite her country cousin to come to her for a visit that will include seeing the new plays, or hearing the new music, or attending the latest art exhibitions. A country dweller may urge the city friend to make her a visit for rest and recuperation, and the enjoyment of some specific country sport, sailing and swimming in summer, tobogganing and skating in winter.

2. *Should a definite length of time be mentioned in the invitation?*

By all means. This clears up any uncertainty in the guest's mind as to the time of stay, and plans of both hostess and guest can be made accordingly. An indefinite phrase, "We want you to stay as long as you can," leaves a loophole open for a mean-spirited guest to make a convenience of the offered hospitality. Say "come for a week," or "ten days," or "two weeks," according to your desires, but be sure to make the limitation of time perfectly clear.

3. *How are invitations for visits answered?*

In the same form as they are given—by informal, intimate letter. If the invitation is accepted, the guest should be as definite as the hostess about the time limit, to show that it is clearly understood and that he or she intends to leave on the day mentioned. Give the proposed hour of arrival, too, whether by train or motor.

4. *What plans should be made for a visitor's coming?*

Plans for comfort, first, last, and all the time—physical and mental comfort. A good bed, a well-equipped quiet room, a warm house in winter, well-cooked meals that are neither vulgarly lavish or meagerly simple, a bathroom with hot water available at all hours, and plenty of towels—these make for the physical comfort of the visitor. For the mental comfort, the hostess hides all sense of effort or strain on the household machinery that the visit may be causing, consults the guest's wishes about plans for entertainment, and, most of all, seems to be enjoying the visit as much as the guest.

5. *Should a hostess plan set forms of entertainment for a visitor?*

It depends a great deal on the guest's own wishes. A celebrity may beg for seclusion and quiet, with no diversion. The more usual guest will expect and enjoy a certain amount of social gayety. A tea, a luncheon, or a dinner given the day after the guest's arrival will give the hostess's friends a chance to meet the visitor and serve as introduction to local society. After that the guest will undoubtedly be called on and entertained by friends of the hostess.

6. *Should a visitor be treated as "one of the family"?*

No, and again no! One wise cynic has remarked that a visitor should receive more consideration and less affection than any blood relation. Either extend the tribute of special attention to your guest or do not entertain a visitor at all. Do not bore her with accounts of domestic troubles nor set aside new table linen for her to hem, or expect her to act as nurse-maid *ex officio* to small children. Make it very clear that you consider entertaining a privilege, not an excuse for securing help in return for board and lodging!

7. *What are the visitor's obligations?*

First, to be a charming and appreciative guest. If she knows the habits and tastes of the friend or relative she is to visit, she will come bearing small gifts, something for the home or personal use of her hostess, well-chosen toys, games or books for the children, and if there is a grandmother in the home, particularly an elderly woman, she will bring her an appropriate remembrance. A man may bring flowers, candy, or books. Such remembrances, if well chosen, mark you in the eyes of the entire household as a thoughtful guest.

A visitor stopping in a home for a period of time must adapt herself to the family life and join in it graciously. The thoughtful woman guest will take care of her own room, unless there are so many servants as to make this duty ridiculous. Also she will help with the lighter household duties if she sees that help is needed. She will make friends with the children, and occasionally relieve their

mother of their care with games or story-telling, or reading aloud, if she sees this is appreciated. However, a guest must not take on himself the privileges of a member of the family or correct the children.

Care and consideration of the furniture and linen of the hostess (for there are men visitors who burn holes in fine tables with carelessly discarded cigars, and also use fine towels for wiping shoes), being on time at meals, joining in plans for amusement with amiability—all these make the visitor desirable.

All visitors, whether men or women, will be blind, deaf, and dumb to any domestic difficulty that may arise in the home of their host during their stay.

8. Is a guest expected to appear at the breakfast table?

Under ordinary circumstances, yes. But when a visitor clearly needs rest and relaxation after a long season of stren-



Breakfast Tray Ready for the Guest Who Lies Abed Late

uous work, or is tired from the strain of worry and responsibility, or weak as the result of an illness, the hostess usually urges her guest to remain in bed during the morning hours and sees that a tray, bearing a tempting, nourishing breakfast and the morning paper is carried to her room.

9. How should a visitor treat fellow guests?

With invariable courtesy, whether you like them or not. You do not need to continue the acquaintance after the visit is over, if you do not choose to do so, but while you are under the same roof you must be gracious and friendly.

10. How should the visitor treat servants in the household?

The thoughtful guest will make as little extra work for the servants as possible, and will be polite and considerate toward them. On leaving, a gift of money or some wished-for ornament or piece of clothing should be given to the servant or servants. Money is safe unless you *know* what they want. On the other hand, the visitor who has stayed some time in a home, and is kindly to the servants, may discover that the cook is pining for a blue sweater, or that the waitress wants a pink georgette blouse or a pair of flesh silk stockings, more than anything in the world, in which case such a gift may be made.

11. What does a guest say to her hostess upon departure?

Always a sincere and gracious expression of appreciation for hospitality.

12. How soon should a visitor write the hostess after leaving her home?

Immediately. See Chapter XLII, "Correspondence."

Chapter XXXVIII

WASHINGTON AND ITS OFFICIAL ETIQUETTE

As the capital of the nation, Washington has two distinct sets of social customs, unofficial and official.

Residents who are not in official life follow the same customs which govern entertaining and social intercourse in other communities. This group includes, first, old residents who are amusingly scornful of the changing official circle; second, business and professional men not connected with the government, and their families, whose social life is the same as in Detroit, St. Louis, or Dallas, Texas; and third, the great army of civil-service employees who are of the government and yet play small part in its social life, rarely, if ever, attending the semi-public receptions.

In the official group you will find those who live by rigid rules of etiquette, from the President of the United States to the new Congressman from its remotest district; from the general of the U. S. army to the trig ensign in the navy; from the diplomat representing George V, ruler of the British Empire, to the wife of the last "dirt farmer" elected to the Senate. And the slogan of this entire group is "precedence." Official rank and nothing else determines who shall call on whom, who shall speak first, who shall lead the way to the dining room. Wealth, age, beauty, fame, and former relations back home melt and are forgotten before that word "precedence."

Men and women about to take their places in Washington's official circle should make a careful study of its etiquette, for without this knowledge they may suffer deep humiliation. There are various ways of doing this. The Department of State will supply Congressmen and their families with a small book which contains the rules governing rank and precedence, and there are visiting secretaries, or social secretaries of long experience, who will

coach newcomers in a thorough and satisfactory manner. No matter how experienced and successful a hostess may have been in her home city, she will need some such coaching when she enters the official life of Washington.

The information given in this chapter has been compiled for visitors and tourists in Washington and especially for those men and women who go to the capital on political business. Hundreds of women who went there years ago as brides, to see the sights, are going back to-day to interview government officials on legislative measures of interest to their state or the nation. Pilgrims whose mothers stood awestruck before the Washington Monument, or wept a few sentimental tears at Mount Vernon, now invade the offices of Congressmen and the President, bearing petitions and demanding hearings. Many such missions have failed because they were not managed according to Washington's rules of etiquette, and many a visitor's hopes have been blasted because she did not know how to approach her hostess.

To appreciate the truth of these statements, consider a few incidents from real life.

A woman, who had been prominent in the club and church activities of her town when the wife of her newly-elected Congressman was an underpaid school teacher, stopped off in the capital on her way to Florida. She posted a note to her Congressman's wife, announcing her arrival at a well-known hotel, and awaited a call. Instead she received a card inviting her to attend Madame Congressman's "at home." Holding fast to the traditions of her home town, she declined to accept the invitation until her hostess had called, never realizing that Madame Congressman's social routine demanded calls on women who ranked higher than herself, including the wives of foreign diplomats, to say nothing of attending a reception given to the President and his wife at the Congressional Club, and a tea given by the wife of the President to a few favored women, an invitation which is virtually a command. If the Congressman's wife and the visitor from her home town had been old and intimate friends, the former might have paused in her routine long enough to call on her old neighbor, or at least to tele-

phone her, but by all rules of official life, she did her social duty when she sent the card for her "at home."

A man of wealth and prominence in his home city dropped into Washington unexpectedly one winter day and told his wife he would take her to call on the President. Without making an appointment, they drove to the Executive offices. There was no question about the President seeing him, the man thought. He had worked for Mr. President's election, contributed heavily to the campaign fund, and, like his father before him, had always voted the party ticket. But it happened that on that day appointments almost overlapped. An unusual number of delegations had been booked up to present their claims for welfare measures. Women bearing a petition with a million names were waiting to present it to the President and to be photographed with him.

An overworked secretary made the President's apology to the waiting constituent and asked if an appointment could be made for two days later. The visitor explained heatedly that he was stopping over just one day *en route* to New York. Naturally it is trying to fail thus before one's admiring and trustful wife, but he did not help his case by complaining loudly before doorkeepers and visitors as he made his undignified exit.

Again, a member of the Cabinet granted an interview to a group of women representing a national organization. When they were ushered into his office, they discovered that their best speaker was missing. One of their number was explaining the situation, as they stood in a semicircle near the Cabinet officer, who was also standing, when the late-comer breezed into the room.

"Sorry to have kept you waiting, Mr. Blank," she remarked, nonchalantly, and immediately dropped into a chair near his desk.

There was a moment of heavy, awkward silence; then the Cabinet member pulled himself together, turned to the women who were still standing, completely ignoring the breezy newcomer, and remarked, "Ladies, will you be seated?"

The ignorance and ill-breeding of the young woman who

had made the dashing entrance had an extremely bad effect on the interview. For all her cleverness and wit, she did not know that a member of the Cabinet is addressed, not by name, but as "Mr. Secretary," and a visitor to his office should not sit down until invited to do so.

Trifles, truly, but they mean much to official and to caller.

Business and Political Calls

1. What is the best method of securing an interview with a Senator or Representative?

When Congress is in session, the offices of Senators and Representatives are usually open to callers. If the Congressman is not otherwise engaged, he will often see a caller without an appointment. To prevent any disappointment, however, it is better to make an appointment.

If your stay in Washington is to be very brief, write to your Congressman before you leave home, stating the date of your arrival, the name of your hotel, and the probable length of your stay. Mr. Congressman's secretary will write a note, making an appointment at an hour when he will be able to give you the time needed for the matter in which you are interested, and this note will await your arrival at your hotel. If you are to be in Washington for some time, write a note to your Congressman on the day of your arrival, asking for an appointment at his earliest convenience. If you have arrived in Washington without having asked for an appointment, call the secretary by telephone. Ask for the Capitol, and then ask for the office of Senator Jones, or Representative Smith.

2. What customs govern a call on a Senator or Representative?

Unless you are an old and very intimate friend, you will be received by his secretary in the outer office, where you will wait to be announced. On entering his private office, you should greet him thus: "Good morning, Senator Black."

It is not considered good form to address him as "Black" or "Brown," to slap him on the back or to indulge in any liberties, though he may have been a popular politician in

your own district. A certain dignity hedges around an official immediately he steps into Washington life. Disregard for this little matter may militate against the success of your mission.

A Congressman with good manners will always rise to receive a caller, man or woman, but the caller does not seat himself unless he is asked to do so. If for any reason the Congressman must cut the interview down to a few moments, he may not ask you to be seated, and you will stand beside his desk, hat in hand, during the interview.

3. What courtesies may a constituent ask of a Congressman?

A constituent may always ask his Congressman to secure invitations for any semi-public function. For example, if the President and his wife are giving a reception for any official group, your Congressman may have an extra invitation or ticket which he will be glad to have you use. Anyone can go into the Visitors' Gallery of the Senate or the House, but when important debates are in progress, or a crisis has arisen, the Visitors' Gallery is crowded, in which case your Congressman may be able to give you a ticket to a special gallery.

4. Is it good form for a woman to call on her Congressman?

Yes, if she desires to consult him in a matter of local politics, or of national legislation, to enlist his support of measures in which she and the organization to which she belongs are particularly interested, or to secure from him the courtesies mentioned above. She will make her call as brief as possible, so as not to interrupt him in the work for which he was elected.

5. How is an appointment with the President secured?

Write a letter, directed to the President, or better still, address it simply to "The Secretary, President Blank, Executive Offices, White House, Washington, D. C." State clearly the purpose of your call, the work which has been done by your organization, if you are to represent it, or your reasons for seeing the President, if they are personal. As in writing to your Congressman, give the address at

which a note may find you when you reach Washington, or allow ample time for the secretary's reply to reach you at home. Above all else, give your full name and address, not forgetting the state. In this connection, be merciful. Your President is always an overworked public servant. It is unkind and unjust to ask for an appointment merely because you belong to his political party and are curious to see him.

6. *What is the correct way to address public officials?*

The President—"Mr. President." Never by his own name.

The President's wife—"Mrs. Blank." Never "Mrs. President."

The Vice-President—"Mr. Vice-President." Never by his own name while he is in official life.

The Vice-President's wife—"Mrs. Blank."

Justices of the Supreme Court—"Mr. Justice," except the chief justice, who is addressed as "Mr. Chief Justice."

Cabinet officers—"Mr. Secretary."

Speaker of the House—"Mr. Speaker."

Senators—"Senator."

Representative in Congress—"Mr. Blank." Never as "Congressman."

The wives of all these officials are addressed as "Mrs. Blank," without reference to the titles of their husbands.

In making introductions, however, the name is included in the title, thus: "May I present Senator Blank of Kentucky?" or "Mrs. Jones, may I present Mr. Blank, the representative from my congressional district?" This for purposes of identification.

Addressing ambassadors and *attachés* from a foreign country is more complicated.

An Ambassador—"Your Excellency," and "Mr. Ambassador."

The wife of an ambassador—"Madame Blank," or by her title, if she has one, "Princess," "Countess," or "Baroness," for a woman from the Continent; "Lady So-and-so" for the wife of a titled Englishman.

Before attending any gathering where ambassadors will be present, the visitor should familiarize himself with names and titles.

7. *How should letters to officials be addressed?*

See Chapter XLII, "Correspondence."

8. *Is there rank or precedence in the Cabinet?*

Yes. It follows the order in which the various executive departments were created.

1. The Secretary of State.
2. The Secretary of the Treasury.
3. The Secretary of War.
4. The Attorney-General.
5. The Postmaster-General.
6. The Secretary of the Navy.
7. The Secretary of the Interior.
8. The Secretary of Agriculture.
9. The Secretary of Commerce.
10. The Secretary of Labor.

These distinctions are important only when Cabinet officers are being entertained in a group, as at a dinner or a luncheon.

9. *What is the order of precedence in army and navy?*

The President is the Commander-in-chief of both army and navy.

ARMY	NAVY
The General of the Army	The Admiral of the Navy
Major-General	Vice-Admiral
Brigadier-General	Rear-Admiral
Colonel	Commodore (retired rank only)
Lieutenant-Colonel	Captain
Major	Commander
Captain	Lieutenant-Commander
First Lieutenant	Lieutenant (Senior Grade)
Second Lieutenant	Lieutenant (Junior Grade)
	Ensign

10. How should army and navy men be addressed?

In the army, from general to captain, use titles in writing to them, in speaking to them, and in introducing them. Below this grade, use the title in letters and introductions, but address an officer as "Mr." when speaking to him.

In the navy, all officers down to and including lieutenant-commander must be given their title in letters, in introductions, and in speaking to them. Below the grade of lieutenant-commander they are addressed as "Mr.," but the title is used in letters and introductions.

11. What rules govern a visit to the White House by tourists?

Certain rooms of the White House are open to sight-seers during stated hours of the day. Definite information can be secured in guide books or from sight-seeing companies. Attendants are on duty during these hours to conduct visitors through the semi-public rooms. It is very bad form to finger upholstery fabrics, ornaments, or any articles in the White House, yet attendants often are compelled to ask visitors not to carry off the cut flowers used for decorating the rooms, or other small souvenirs. President Coolidge inaugurated the custom of permitting sight-seers to enter his suite in the Executive Offices at certain times, where he can be seen bending over his desk or conversing with members of his staff. This courtesy extended to tourists does not include the right to approach the President and address him.

12. Is it correct for a visitor who meets the President, walking or driving on a public street, to address him, even though they have never met?

It is entirely proper for a visitor to bow to the President, and, if close enough, to say "Good morning, Mr. President." This is far more courteous than staring rudely and fixedly at the Chief Executive, who, by the way, will always acknowledge such a greeting by a bow, if nothing more.

13. *What should be worn for an audience at the White House?*

Delegations calling on the President should be neatly and suitably dressed. To the humblest messenger, every attendant at the White House is well groomed. During the day, men calling personally or as part of a delegation wear business suits. Women should wear tailored suits, or tailored dresses with daytime coats or wraps, simple tailored hats, smart shoes, and gloves. Fussy silk wraps and hats loaded with flowers and feathers are out of place at a business conference.

Delegations received by the President's wife dress according to their purpose and the hour of the day. Representatives of an organization, like Camp Fire Girls and Girl Scouts, should wear uniforms. Women not in uniform wear tailored suits or dresses with appropriate accessories. Any delegation received after 6 p. m. should wear evening clothes. On those rare occasions when a group of visiting women is received by the President's wife in the afternoon, as when a national body like the Daughters of the American Revolution, or the General Federation of Women's Clubs, convenes in Washington, the women dress as for any afternoon tea, in handsome tailored or afternoon dresses, dress shoes, immaculate white glacé kid gloves.

14. *What customs govern guests at an afternoon tea or reception given by the President's wife?*

Guests are expected to arrive on time. Attendants indicate the location of dressing or cloak rooms. When guests have laid aside their wraps, they are directed to the room in which they are to be received. Unless the affair is very informal, they will not find the President's wife in the room, only other guests. At the moment set for the tea or reception, the first lady of the land will enter the room, and all guests will immediately rise, filing past their hostess to be introduced by an aide who attends her and who asks each arrival for her name. Guests do not take their seats again until the President's wife sits down. If refreshments are served in the reception room or an adjoining room, guests are served from a table or buffet as in any private home.

They chat with other members of their group, but they do not leave the reception until the President's wife leaves. In this respect an afternoon reception at the White House differs from a similar function in a private home. The President and his wife do not appear until guests have gathered, and their disappearance is the signal that the reception or tea is over. They do not remain in the reception room until the last guest has gone.

Women who attend afternoon functions at the White House are privileged to chat with the President's wife as soon as her duties in the receiving line are over, but if she remains in the line throughout the reception, they have only one opportunity to speak to her, and that is when they pass her in line.

Men who attend afternoon receptions at the White House wear correct afternoon clothes. See Chapter xiv, "Dress for All Occasions."

15. *Is it possible for a visitor to Washington to attend an evening reception at the White House, and what customs should he observe?*

A certain number of official receptions are given during each winter season for groups like foreign ambassadors and their staffs, the army and the navy, the justices of the Supreme Court, and the members of Congress. If you are in Washington when such a reception is announced, you should apply to your Senator or Representative for a guest ticket. He may have a ticket which he is not using, or he may be able to secure one for you. You will then note the hour set for the reception and, if you are wise, you will arrive promptly. Evening clothes are necessary and women do not wear hats. You will do well to take a taxicab from your hotel to the White House. Attendants will tell you where you are to leave your wraps and indicate the room where you will await the appearance of the President and his wife. Immediately they have taken their positions, you will fall into line, and when you reach the military aide who performs the introductions, you will give him your name distinctly. After greeting you, all obligations of the President and his wife are fulfilled. You can then listen

to the music, usually played by the Marine Band, and feel free to address your fellow guests. Washingtonians of the official circle are accustomed to being questioned and to giving information. As a rule, they are very courteous. You may leave at any time after you have greeted the President and his wife, but you will probably linger, fascinated by the brilliant scene.

16. What are the receiving days of women in official circles?

Monday: Wives of justices of the Supreme Court, and of commanding officers at the Navy Yard and the Marine Barracks.

Tuesday: Wives of Representatives in Congress.

Wednesday: Wives of the Vice-President, members of the Cabinet, and the Speaker of the House.

Thursday: Wives of Senators.

Friday: Wives of diplomats and, as this book goes to press, of commanding officers at Fort Myer and Washington Barracks.

Saturday is kept free for private entertaining, and

Sunday is one of the most popular calling days for personal acquaintances.

When an official is not married, or is a widower, his Washington home is usually presided over by a woman closely related to him—a mother, a sister, an aunt, or a daughter, who receives on the day assigned to his official position.

17. Is it correct for a tourist in Washington to attend the "at homes" given by women of the official circles?

These "at homes" are usually announced in the daily papers, and tourists are free to attend if they so desire, but a word of caution is due chance visitors. Do not attend any reception unless you are dressed for the occasion. The man or woman who appears in travel-stained garments, with shoes unpolished and gloves soiled, is immediately identified by hostess and servants as a tourist who includes the "at home" in the class with the Washington Monument and the Lincoln Memorial.

If you wish to attend one of these receptions, prepare

yourself by dressing in good taste for an afternoon affair in your home city, and familiarize yourself with the name of your hostess and the achievements of her husband or father in public life. Greet her as you would a home-town hostess, telling her what pleasure she is giving you in this glimpse of Washington's official life. In other words, behave like a person of good breeding and you will be received courteously.

If you are remaining in Washington for any time, it is far better to pay your respects to your Senator or Representative, and communicate with his wife by a courteous note. They will make every effort to give you the desired glimpse of Washington's social life.

18. *Who calls first, the visitor to Washington, or the wife of her Senator or Representative?*

As indicated in the beginning of this chapter, this depends largely on the intimacy existing between visitor and resident. If you are an old and valued friend, the wife of your Congressman may call at once or even invite you to spend a day or so in her home. She will entertain you at dinner or other parties, and generally extend to you the same courtesies you would show her if she came to visit you at home. But if you have not even a speaking acquaintance with her and are merely one of her husband's constituents, she will send you a card to her day at home and that will take the place of a call.

Chapter XXXIX

WEDDINGS

PART I

Plans and Preparations

IN planning a wedding, three factors must be considered—the means and social position of the bride, the groom, and their families; the wishes of the bride and the groom; the dignity which the occasion demands.

Social custom requires that the wedding conform to the position of the persons directly interested. It is the worst possible taste to turn the occasion into an elaborate social function, far beyond the means of the bride's parents. Such weddings invite ridicule. The most beautiful weddings and those which linger longest in the memory of guests are the simplest affairs, so carefully managed that there is no confusion, no evidence of anxiety on the part of the bride or her family.

The wishes of the bride and groom should be consulted next, and their choice between a small, simple wedding and a large function should be accepted. Very often this, the greatest day in the lives of a young couple, is clouded by the domination or social ambition of a well-meaning but thoughtless, selfish family.

Dignity in appointments, gowning, and conduct of a wedding will endow the occasion with beauty and elegance. Bridal attendants in frocks of violent colorings and extreme styles, with heavily rouged faces, and jazz music have no place at a wedding, which is not a pageant or fashion show, but a sacrament.

1. Where shall the wedding take place?

This depends upon the means of the bride's family, their mode of living, and the season of the year. In town, the

ceremony may be performed in a church, and followed by a reception at the bride's home; or both ceremony and reception may be held at the bride's home. In some localities and particularly among Jewish people, the ballroom of a fashionable hotel or an assembly room furnishes the setting for both ceremony and reception, solving the problem for apartment-house dwellers.

In the country, the village church may supply the background for the ceremony, and the quainter the church the better. The reception or breakfast is held at the bride's home. Weather permitting, fine trees, shrubbery, and a beautiful garden form the ideal setting for a wedding in late spring, summer, or late fall. However, in planning an outdoor wedding the bride's mother must be sure that her house will accommodate the guests if the weather should make the outdoor celebration impractical.

In choosing the setting, bear in mind that a church wedding is more expensive than a home wedding.

2. *When is a civil ceremony used?*

A civil ceremony is often used when a Catholic and a Protestant marry and the latter does not adopt the faith of the former; when a Jew and a Gentile marry; when the bridal couple have no particular religious faith or are atheists; or when one of the couple has been divorced and the church does not recognize his or her right to be married.

American girls marrying in foreign countries are often compelled to go through both the civil and the religious ceremony, and this matter should be well investigated in advance.

3. *What are the financial obligations of the bride's parents?*

The financial obligations of the bride's parents are as follows:

1. The engraving, addressing, and mailing of invitations, cards, and announcements.
2. The trousseau of the bride and the linen in such measure as their means permit.
3. All expenses connected with the use of the church or hotel ballroom.

4. The decorations for the church, house, or hotel ball-room.

5. Music in church and in home.

6. The wedding breakfast and the boxes of wedding cake given to guests.

7. The bride's gifts to her bridesmaids.

8. A wedding present to the bride from each member of her immediate family.

9. Any gift which the bride may wish to make to the groom.

4. *When a girl is an orphan, who assumes these financial obligations?*

If she has been left ample means by her parents, she meets the financial obligations of her wedding. If she has no independent income, the wedding expenses are paid by her nearest of kin, brothers, sisters, or uncles and aunts, as agreed in a family conference.

5. *When a poor girl marries a rich man, what type of wedding should she have?*

No matter what the means of the groom or his willingness to render financial aid, it is a hard and fast rule that the wedding must be given by the bride's family or by the bride herself, if she has no immediate relatives. The groom's mother may give a large reception for her son's bride as soon as she likes after the wedding day, but not on the wedding day.

This does not mean, however, that the Cinderella bride will be denied a wedding feast. If she lives in the country or suburbs, the ceremony can be performed in a small church, with simple decorations from woods and fields, or garden flowers contributed by friends. Such a ceremony can be followed by a very simple wedding breakfast at the bride's home, to which are invited only the bridal attendants, the immediate families, and the most intimate friends of the bride and groom. Sandwiches, salad, coffee, and a bride's cake, the last named homemade and professionally iced, form an ample menu.

The city girl's problem is more difficult, as a small apart-

ment will rarely accommodate even the families of bride and groom for ceremony and breakfast. A young musician, recently married in New York, set aside exactly one week's earnings for her wedding. The ceremony was performed in the small, picturesque chapel of a famous church, after which a simple breakfast was served to the immediate family of the bride and the groom at a quaint French restaurant.

A girl of moderate means, even a self-supporting girl, who marries into a family of wealth, social standing, and good breeding will find that by doing things simply, in the *right* way, she will find favor in the eyes of her new relatives. Only the newly-rich place a false value on Cinderella's wedding and trousseau and believe that she should keep up appearances at any cost.

6. Is a woman's second wedding as elaborate as her first?

A second wedding is always less elaborate than the first wedding. The specific plans vary according to the age of the bride and the attitude of family and friends toward the second marriage. If it takes place soon after mourning for the first husband is laid aside, or very soon after a decree of divorce has been granted, the more quiet the wedding the better. The ceremony is usually performed in the presence of near relatives and intimate friends, and any reception which may follow is limited in number and is devoid of display and gayety.

On the other hand, if, after years of widowhood, a woman marries again with the hearty approval of children and family, the event may be much more elaborate and is often marked by many of the features of a first wedding. The ceremony may be performed in a church, before guests who include the visiting list of the bride and the groom's mother or sisters, and the home of the bride or her parents may be elaborately decorated for the reception which follows. The bride dresses in a color suitable to her years, but never in white. Her father, brother, a male relative, or a close friend will give her away, and a small daughter may act as flower girl. The bride and her family bear all of the expenses of the second wedding and the invitations are

issued in the name of the parents or the nearest of kin. Unless the family of her first husband deeply disapprove of her second marriage, the bride sends them invitations to her second wedding and has seats reserved for them inside the white-ribbon barriers. It is good taste for a widow to lay aside both her first engagement ring and her first wedding ring when she becomes betrothed a second time.

When a man marries a second time, he is governed by the same customs that prevailed at his first wedding, but he rarely gives a farewell dinner to his men friends.



*The Bride's Bouquet for
Which the Groom Pays*

7. *What wedding expenses are borne by the groom?*

1. The wedding ring and a wedding gift for his bride.
2. The marriage license.
3. The clergyman's fee.
4. Wedding ties, gloves, and boutonnieres for his best man and for each usher.

In this connection custom differs in supplying boutonnieres for the ushers and bouquets for the bridesmaids. In some cities the bride sends boutonnieres to the ushers and the groom, and bouquets to the bridesmaids, but in New York and all places which adopt New York customs, the plan is reversed. The bridesmaids' bouquets or baskets of flowers are regarded as a part of the decorative scheme and are supplied by the bride's parents, while the groom is responsible for the boutonnieres worn by the men in the bridal party.

5. Any personal gift which he desires to make to his best man and ushers.

6. The bouquet carried by the bride.

7. All expenses incidental to the wedding trip, including the motor or carriage in which he takes his bride from her home to the railway station, pier, or hotel. He is not responsible for the carriage or motor in which his bride rides to the church and in which he returns with her after

the ceremony. When the parents of the bride or other relatives own cars, and the groom does not, one of these may be placed at his disposal, or he may accept the loan of a friend's car for the trip from the bride's home to railway station or hotel; but if a car or carriage is rented for this purpose, the groom pays the bill.

8. *Who secures the marriage license?*

The groom secures and pays for the marriage license, and if the state law requires that the bride accompany the groom when the application is made, he consults her convenience as to the hour. Newcomers in a state and romantically inclined couples who wish to be married secretly in a state other than that in which they reside, should investigate carefully the laws governing marriage licenses. Gretna Greens are fast disappearing.

9. *What hours are usually chosen for weddings?*

The hour of the wedding depends entirely upon the means, the tastes, and the social connections of the parties directly concerned. The most fashionable hour in exclusive circles is 4 P. M. Next in favor comes the noon wedding, and the evening wedding last. Both the high noon and the four-o'clock wedding mean that a man will lose the major part of the business day, so in more democratic circles evening weddings are preferred.

When either bride or groom has been married before, or when they have passed middle age, or when the family of either is in mourning, the wedding may be celebrated quietly in church or at home as early as 10.30 A. M., and the bridal couple will leave at once on their wedding journey. In Catholic circles, the wedding ceremony is often performed as early as eight or nine o'clock in the morning, when a nuptial mass is sung. Girls in moderate circumstances will wisely have the morning wedding followed by a simple breakfast.

Invitations and Announcements

10. *How is the list of guests made out?*

Four persons contribute names to the invitation list for a large wedding—the bride and her mother, the groom and

his mother. In case either the bride or the groom has no mother, the family list is compiled by a near relative who knows the names of family connections and friends. For a small wedding, when the bride writes informal notes of invitation, she and the groom decide who shall be invited, bearing in mind, of course, the courtesy due families on both sides.

Let us consider the long list first. The mother of the bride and the mother of the groom each turns in her visiting list. The bride lists her friends who may or may not be included among the calling acquaintances of the two mothers. The groom furnishes a list of his business or professional friends, his classmates at college, and his friends in other cities whom he would like to have at his wedding. These lists are compared to avoid duplication of names. If the list is very long and the bride's family have means, the list is then turned over to a social secretary, who verifies the addresses, writes the name of the guest in the blank space on the invitation, addresses the double envelopes, seals and posts the invitations on the appointed day, usually three weeks before the date set for the wedding. The invitations must all go out at the same time.

When the list is smaller and the family's social life less pretentious, various members of a large family fill in and address the invitations. Even the groom sometimes participates. When the wedding is so small that invitations are not engraved, the bride writes each invitation personally.

Molly dearest:

Jim and I are to be married on Wednesday the eleventh, at St. Paul's, Hillsdale-on-Hudson, at half-past twelve. Of course we want you and yours with us on this day. Later Aunt Helen is having us all at her home, which you know is just a block from the church, for cake, cup, and good luck. We are counting on you.

Affectionately,

Jane Tilton

Dear Mr. Grant:

Jim and I are to be married at 12 noon, Wednesday, the eleventh, in the chapel of St. Paul's Church, East 24th Street. We want a few of our old friends with us on this occasion and Jim counts you as one of these. After the ceremony, we hope you will join us for the informal breakfast which my mother is giving for us at the Crillon.

Faithfully yours,
Jane Tilton.

For a church wedding followed by a reception each name must be checked for invitations to church or house or both. If the ceremony at the church is to be witnessed by family and intimate friends only, the majority of the invitations will be for the reception at the house. On the other hand, if a large number can be accommodated in the church and only a few at the house, the greater number of invitations will be for the ceremony and a limited number for the reception and the breakfast. Another checking of the list will indicate which invitations are to contain the cards for pews specially numbered or bearing the phrase "Within the ribbons."

Within the Ribbons

Thursday the fifth of December

In the average family, it is wise to start compiling the list at an early date. Last-minute lists are never satisfactory because, in the haste, friends are forgotten, and many a social feud has been started by just this sort of carelessness.

Whatever the social ambition of the bride and the groom and of their families, whatever changes may have overtaken their fortunes, a wedding list never betrays snob-bishness or lack of consideration for old friends. Unless there has been an actual quarrel, even relatives and family friends now rarely seen are invited to weddings. It is also a gracious custom to send invitations to old servants of either family, and to the seamstresses who have worked on the bride's trousseau.

11. What are the correct forms for wedding invitations?

This depends on the general plans for the wedding. For the formal wedding an engraved invitation is essential; but for a small wedding, witnessed only by the families of the bride and groom and their intimate friends, the invitations are written longhand by the bride. The formal invitation, which is always written in the third person and in the name of the parents or nearest of kin to the bride, requires two envelopes. The inner envelope has no gum on the flap, is never sealed, and bears the name of the person or persons addressed thus:

Mr. and Mrs. Jonathan Wood

The outer envelope, slightly larger, which is to be sealed, is addressed thus:

Mr. and Mrs. Jonathan Wood,
2400 Euclid Avenue,
Cleveland, Ohio.

The wedding invitation is engraved on a double sheet of paper, $5\frac{1}{8}$ inches wide by $7\frac{3}{8}$ inches deep. The color is pure white, the engraving black. The present vogue calls for a raised margin or plate mark around the engraving. Unless the bride's family boasts a crest there must be no device, and the crest, if used, must be embossed in white.

The most elaborate form of invitation is required when the ceremony takes place in a church, and a reception or breakfast follows at home or hotel. First there is an invitation to the church with the card of admittance, and for relatives and intimates, a second and smaller card indicating that the holder is to be seated in a certain pew, or at least within the white ribbons. For a country-house wedding, a train card is also inclosed so that guests from town may travel on a specified train, possibly in a special car.

FORM I

Mr. and Mrs. James Wells Stanhope

request the honor of

presence at the marriage of their daughter

Hortense

to

Mr. Howard Ames Moore

on Thursday the fifth of December

at twelve o'clock

at Saint Luke's Church

and afterwards at

Nine East Twelfth Street

R. s. v. p.

FORM 2

Mr. and Mrs. James Wells Stanhope

request the honor of your presence
at the marriage of their daughter

Hortense

to

Mr. Howard Ames Moore

on Thursday, the fifth of December

at twelve o'clock noon

Saint Luke's Church

and afterwards at

Nine East Twelfth Street

R. s. v. p.

The first form is the more formal.

CARD OF ADMITTANCE TO THE CHURCH

Please present this card at
Saint Luke's Church
on Thursday the fifth of December

CARDS FOR RESERVED PEWS

Please present this card to an usher
Pew No.....
on Thursday the fifth of December

or

Pew 8

Mrs. James Wells Stanhope

Nine East Twelfth Street

or

Within the Ribbons

Thursday the fifth of December

CARD FOR TRAIN INFORMATION FOR
COUNTRY WEDDING

A special train will leave the Union Station
at 11 A. M. arriving at Sunnyside at 11.30 A. M.
Returning train will leave Sunnyside at 2.30 P. M.
arriving at Union Station at 3 P. M.

If a special car is provided, this line must be added to the above form.

Show this card at the gate

If the number of guests invited to the church ceremony is very large and the number invited to the house is limited, they are divided in the following way: those expected at both church and house receive with the invitation to the ceremony at the church a card of admittance and, in case of a country wedding, a train card, and still a third card which fits exactly into the inner envelope, inviting them to the reception and the wedding breakfast. The less privileged receive invitations to the church only.

INVITATION TO CHURCH CEREMONY ONLY

Mr. and Mrs. James Wells Stanhope

request the honor of

presence at the marriage of their daughter

Hortense

to

Mr. Howard Ames Moore

on Thursday the fifth of December

at four o'clock

at Saint Luke's Church

in the City of Cleveland

INVITATION TO BREAKFAST OR RECEPTION ONLY

Mr. and Mrs. James Wells Stanhope

request the pleasure of your company
at the wedding breakfast of their daughter

Hortense

and

Mr. Howard Ames Moore

on Thursday the fifth of December

at one o'clock

at Nine East Twelfth Street

The favor of an answer
is requested

or

R. s. v. p.

If it is a house wedding, only one invitation is necessary. Anyone invited to the ceremony is naturally expected to remain to the reception and breakfast.

Mr. and Mrs. James Wells Stanhope

request the honor of your presence

at the marriage of their daughter

Hortense

to

Mr. Howard Ames Moore

on Thursday the fifth of December

at twelve o'clock

at Nine East Twelfth Street

R. s. v. p.

There are occasions when the ceremony in the home is witnessed by members of the family only, as when the mother or some other member of the family is an invalid. In such a case the few relatives who witness the ceremony are invited personally by letter, or word of mouth, while invitations for the breakfast and the reception are engraved and sent out in the two envelopes like the regular invitations for a house wedding. See Form 1.

The informal invitation, written by the bride, is phrased in the first person and she uses white stationery.

12. If either or both of the girl's parents are dead, what is the correct form?

If a girl's father is dead and her mother is living, the invitations are issued in the mother's name, thus:

Standard Etiquette

Mrs. William Worthy

requests the honor of presence
at the marriage of her daughter

Jessica

If the mother is dead, the father issues the invitations.

Mr. William Worthy

requests the honor of presence
at the marriage of his daughter

Jessica

If both parents are dead, the invitation must be issued in the name of a brother or sister, preferably married, thus:

Mr. and Mrs. William Worthy

request the honor of presence
at the marriage of their sister

Jessica

Invitations may also be issued in the name of an uncle or an aunt of the bride.

13. *If a girl has no relatives and still wishes to have a formal wedding, the invitations may be issued by her resident chaperon and are worded thus:*

Miss Priscilla Doolittle

requests the honor of presence
at the marriage of Miss Jessica Worthy

If she has made her home with friends and become a member of their family, the invitation may be issued in the name of this couple. However, a girl in this position usually has a quiet, informal wedding.

14. How are invitations worded for a double wedding?

Mr. and Mrs. James Wells Stanhope

request the honor of your presence

at the marriage of their daughters

Hortense

to

Mr. Howard Ames Moore

and

Mildred

to

Mr. Theodore Buckley

on Thursday the fifth of December

at twelve o'clock

Nine East Twelfth Street

R. s. v. p.

15. When are cards of admission needed?

For church weddings in large cities, to prevent a crush of the curious and when the ceremony and the reception are held at a large hotel or assembly hall. They are never inclosed for a home wedding.

16. How are they worded?

See Question 11.

17. *Who issues invitations for a second marriage?*

The parents of the bride, thus:

Mr. and Mrs. William Worthy
request the honor of your presence
at the marriage of their daughter
Jessica Worthy Ames
to

18. *When are invitations recalled, and how?*

Only a serious event justifies recalling wedding invitations, such as the death of a parent or of a very close relative of the bride or groom, or the sudden financial failure of the bride's father. In either case the ceremony is performed privately, with only the necessary witnesses present. Under no circumstances can a small family wedding be substituted for a large one. In very rare instances an engagement is broken after the wedding invitations have been issued. In such a case any wedding presents must be returned when the invitations are recalled.

The invitations may be recalled by means of a printed card in simple script, which can be delivered by a printer on the same day as ordered. The card should be of the size known as correspondence cards and only one envelope is required. The announcement reads something like this:

Owing to the sudden death of Mr. William Worthy, Jr., Mr. and Mrs. William Worthy recall the invitations issued for the wedding of their daughter Jessica.

One of these cards must go to each person who has received an invitation and, in the interest of safety, a note should be sent to each of the daily papers.

19. *How are announcements sent out, and when?*

Announcements are sent out when the wedding ceremony is private and is not followed by a reception. These are engraved on white notepaper, the size and style used for invitations, and are sent to the entire visiting list of both

the bride's and groom's family. For compiling this list see Question 10.

If the bride is an orphan the announcements may be sent out by a near relative. In case of a second marriage the bride and groom may also make the announcement.

FOR A DAUGHTER

Mr. and Mrs. James Wells Stanhope

have the honor to announce

the marriage of their daughter

Hortense

to

Mr. Howard Ames Moore

on Thursday the fifth of December

One thousand nine hundred and twenty-four

in the City of Cleveland

FOR AN ORPHANED NIECE

Mr. and Mrs. James Wells Stanhope

have the honor to announce

the marriage of their niece

Eleanor Stanhope

(and so forth)

FOR A YOUNG WIDOW'S SECOND MARRIAGE BY HER PARENTS

Mr. and Mrs. James Wells Stanhope

have the honor to announce

the marriage of their daughter

Hortense Stanhope Moore

to

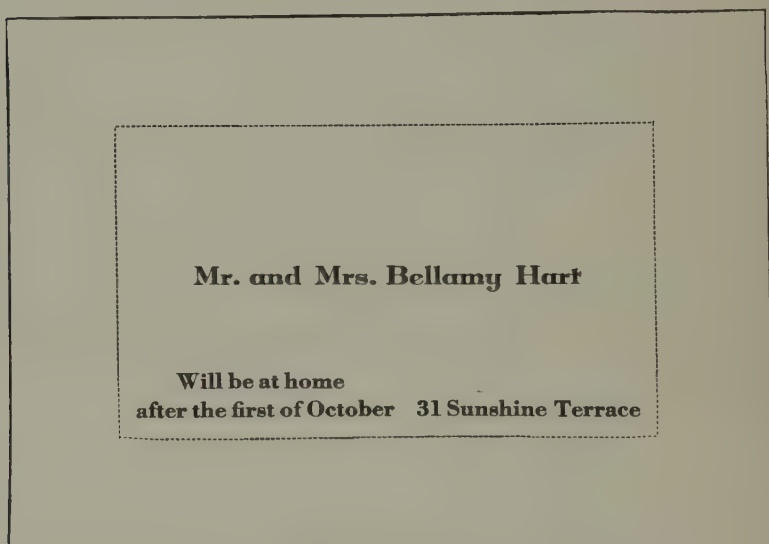
Mr. Worthington Neal

(and so forth)

WHEN A WIDOW OF MATURE YEARS ANNOUNCES HER
SECOND MARRIAGE

Mrs. Hortense Stanhope Moore
and
Mr. Worthington Neal
have the honor to announce their marriage
(and so forth)

If the bride and groom wish to advise relatives and friends of their future address, they inclose a card with the announcement, engraved thus:



Or they may inclose their joint visiting card, thus:

Mr. and Mrs. Bellamy Hart

at home
after October first 31 Sunshine Terrace

with "at home after October first" written in the lower left-hand corner. All wedding announcements are posted on the day of the wedding.

20. *When and how are wedding invitations acknowledged?*

An invitation to the church ceremony requires no acknowledgment. An invitation to the reception or breakfast following a church ceremony, or to a home wedding, must be acknowledged promptly. The acknowledgment is written by hand and follows the style and phrasing of the invitation.

FORMAL

Mr. and Mrs. William Stapleton
accept with pleasure
Mr. and Mrs. James Wells Stanhope's
kind invitation for
Thursday the fifth of December

or

Mr. and Mrs. William Stapleton
regret that they are unable to accept
(and so forth)

When the wedding is to be small and intimate, and invitations are written by the bride, these must be acknowledged in the same cordial, intimate spirit.

Dearest Mary:

Jim and I are so happy at being asked to your wedding at St. Luke's Church. We will be there, and at your aunt's breakfast later, to wish you all the joy in the world.

Affectionately,
Jane

21. *What is an adequate trousseau for a girl in moderate circumstances?*

Styles change even in equipping a bride and her new home. Twenty years ago a girl's trousseau included enough lingerie, gowns, wraps, and hats to last several seasons, and sufficient household linen to serve her needs until her tenth wedding anniversary at least. Modern fashions change so quickly that to-day's trousseau may be much

smaller without reflecting on the generosity of the parents. In planning it, a clever girl figures first on the amount of money she can spend, second on her environment after marriage. Unless she budgets the sum set aside for her trousseau, she may discover at a late hour that she has several dinner or evening gowns, but is decidedly short on shoes, gloves, and tea towels! The bride who can afford two or more evening gowns may choose at least one that is extreme in model and color, but if she may buy only one her choice must be more conservative. The bride who will own a limousine will need slippers of pale brocade, cloth, of silver or gold, but she who will ride in trolleys to the dance or theater will select slippers of black satin, patent leather, or bronze kid, set off by beautiful buckles. The bride who is to live in a suburb or the country will need more clothes for sport, motoring in open cars, and train trips to town than the young wife in a city apartment.

The following list of frocks and accessories is recommended by reliable modistes and merchants who specialize in trousseaux:

WRAPS AND OUTDOOR RAIMENT

- One evening wrap
- One fur-trimmed coat or wrap for afternoon wear
- One sport coat
- One sweater
- One raincoat

To this may be added one motor coat, preferably of fur, if her new life promises long trips in cold weather or attendance at football games and winter sports. A spring wedding demands fabrics suited to the season, but the list is about the same.

GOWNS

- One evening dress, décolleté
- One restaurant or simple dinner dress with sleeves, elbow length or longer
- One or more afternoon dresses for bridge parties, teas, and calling, to be worn with the fur-trimmed coat

One tailored suit, three-piece style, or with matching blouse

One sport suit or skirt and blouse to be worn with the sport coat

As many one-piece dresses for house wear as will be needed

If she is to do all or part of her housework, even in the modern small apartment, she should have several attractive washable house dresses as proof against the kimono habit.

HATS

One dress hat for wear in restaurants, at church, and for calling

One tailored hat

One sport hat which can also be worn on rainy days

A light and airy hat suitable for the theater or concerts is a nice addition to this list

SHOES

As this is written, high shoes seem to be worn only for skating, and the following list includes low shoes only:

1. Evening shoes. Brocade, metal, cloth, satin, patent leather, and, for brown evening dresses, bronze kid with buckles, ornate straps, tongues, or bows. It is extremely nice to have what are known as carriage boots to draw over the evening slippers, especially if the bride is to live in the country or suburbs, and ride in a motor.
2. For afternoon wear pumps may be of satin, suède, patent leather, or vici kid, with moderate French or Cuban heels, and for cold weather spats to match or in contrasting color.

3. For walking, calfskin or kid oxfords; heavy sport shoes in winter. Canvas and buckskin in summer. A pair of rubber sandals should be added to this list for city wear, and for winter wear in the country galoshes are necessary.
4. One or more pairs of bedroom slippers or mules.

LINGERIE

The girl who is deft with her needle can secure beautiful results at moderate cost. Lingerie of washable silk, satin, crêpe de Chine, radium, and silk broadcloth has maintained its vogue for more than a decade. It may be trimmed with lace and ribbons, or given a severe tailored finish. Next in favor come batiste, the various mercerized cottons and fine longcloth. Petticoats are worn only with a certain type of negligée. Costume slips are used in their stead.

The new negligées are almost as radiant as evening gowns and, in fact, are worn for the small and intimate dinner.

The following list of lingerie may be increased according to the means of the bride's parents:

1. Lingerie to be worn under the wedding dress, consisting of a vest, step-in, and chemise, in white silk or sheerest batiste
2. Nightgown to match
3. Six vests, silk or gauze
4. Six step-ins
5. Six chemises
6. Six nightgowns
7. Silk slips or bloomers, to match costumes
8. Six pairs of silk hose in the prevailing style
9. One pair of white silk stockings to match the wedding dress. Five pairs of stockings, white and colored, for sport and morning wear. These may be wool, silk and wool, or Lisle
10. Corsets. At least two pairs of corsets or girdles, over which the gowns have been fitted. Six brassières or camisoles

NEGLIGÉES

1. One elaborate negligée or teagown, which may be the filmiest silk with cobweb lace, or soft and clinging brocade combined with velvet, with slippers to match
2. One simpler negligée or Japanese kimono of attractive coloring
3. One short jacket of silk, cashmere, or knitted wool to wear in bed in case of illness
4. One substantial bathrobe of quilted silk or corduroy for winter, and a lighter fabric for summer

To these may be added boudoir caps that are dainty and becoming.

ACCESSORIES

Many of these trifles may be given the bride, but they should be reckoned for in planning the trousseau.

1. One umbrella
2. One dozen handkerchiefs
3. One motor veil, and, if she is accustomed to wearing veils at other times, one to match each hat
4. One evening bag
5. One bag or purse suitable for day use
6. Two pairs of evening gloves
7. Two pairs of afternoon gloves of length and color appropriate to her dresses; one pair for sports and motoring, cape, washable suède or fabric gloves
8. A sport scarf is almost essential to-day
9. Furs according to her needs
10. Combs and bandeaux to match evening dresses

The girl who lives in a remote district and who cannot shop in one of the larger cities will find the fashion papers and magazines for women of great assistance in selecting and buying materials and in having them made up in the prevailing modes.

HOUSEHOLD LINENS

Styles in household linens have changed along with other customs and fashions. Glistening white damask has been replaced by runners of lace and even colored brocade. To-day filmy lace doilies, to-morrow Russian crash, or Czecho-Slovakian embroidery. The housekeeper who keeps pace with modes, therefore, buys in smaller quantities and at more frequent intervals. The bride who will live in a small suburban house or bungalow, or in a city apartment of three or four rooms, will find this list ample:

From twelve to eighteen sheets. These may be linen, percale or fine cotton, according to the amount allowed in the budget. But they must be the maximum length and of ample width for the bed, whether this is the full size or twin beds. Hemstitched sheets do not last long if washed in a public laundry. Scalloping, embroidery or lace on the upper hem is in bad taste and impractical.

One dozen pillow cases.

One pair of fine woolen blankets and a tufted comfortable for each bed in the new home. The latter should be covered with silk, satin, sateen, or silkalene to match the hangings in the room.

One pair of summer blankets for each bed.

An extra blanket or two, or several of the old-fashioned hand-made quilts for extra-cold nights. Two or more small tuck-in pillows with batiste covers.

Two bedspreads for each bed in the house. These may follow the fancy of the bride. Dimity spreads are best for summer.

One dozen large towels of huckaback, embroidered and monogrammed.

Two dozen smaller face towels with or without monograms.

One dozen guest towels for the hands, which may be as elaborately embroidered as the bride wishes.

One dozen large bath towels and one dozen small bath towels.

One-half dozen face cloths.

Table linen is an item to be considered seriously, because of its high cost. Unless the groom is a man of wealth and the new home includes a spacious dining room, the old-fashioned six-yard damask cloths are highly unnecessary. A three-yard cloth is the maximum size for the average home, especially for the family dinner parties. So we will start with

One damask tablecloth, three yards long.

One dozen napkins to match.

Three damask tablecloths, white or colored, round or square, according to shape of table, with a dozen napkins to match each cloth.

Two lunch cloths with matching napkins.

Several sets of doilies and runners. If these are lace-edged, the napkins are of plain hemstitched linen. If the runners are of Italian cutwork, the napkins must be of the same linen, hemstitched.

Three tea cloths, with drawnwork, cutwork or filet lace.

Two breakfast sets with which to vary the use of runners or doilies.

For the kitchen—three dozen towels for glass and china.

One-half dozen knitted dishrags.

One dozen towels, plain or roller, for the hands.

If you are fortunate enough to have a servant in these servantless days, you will require one-half dozen sheets for her bed, six pillow cases, a pair of blankets, a comfortable, half a dozen each of hand and bath towels, three face cloths, two or three small tablecloths, and half a dozen napkins.

For such a supply, in good linens and cottons, the cost will be about five hundred dollars, provided the prospective bride does her own embroidering, monogramming, and

other fine stitchery. Add at least a thousand dollars for gowns, wraps, and accessories, and you have fifteen hundred dollars invested in the trousseau.

For the girl who can spend more, the problem will be solved simply and delightfully. The girl who has even less to spend must exercise discretion and ingenuity. It costs less, for example, to outfit one large bed than twin beds. The number of guest towels can be reduced to one dozen or even nine, and there may be only half a dozen each of the large and small bath towels. The wedding dress can be designed to serve as the one décolleté evening dress, and a good fur-trimmed afternoon coat may be used as the evening wrap. To-day the high cost of a trousseau lies in labor rather than in material; and the price of table linen and towels is almost doubled by simple embroidery and monograms.

22. Are household linens an essential part of every girl's trousseau?

The answer depends upon the future plans of the young couple and the means of the girl's parents. If the young couple are planning to board or live in a hotel, no household linens are necessary, but almost any girl likes to use her own tea cloths and napkins when she entertains at tea in her hotel apartment.

When a Cinderella marries a Prince, her family are not expected to supply the linens which will be needed in her new home.

The Bride, Her Attendants and What They Wear

23. How many attendants are included in the wedding party?

This answer also depends upon the means of the parents, the style and setting of the wedding. For a small home wedding, a long procession of attendants, elaborately gowned, is in bad taste. It is appropriate only for church weddings or for home weddings when the drawing room is so large that the attendants can be properly grouped.

The most elaborate wedding procession consists of the bride with her father, or her closest male relative; a maid

or a matron of honor; six bridesmaids and six ushers; a flower girl, a ring bearer, and two pages, the last to carry the train of the bride's gown; the groom with his best man.

At a small house wedding, a maid of honor or a matron of honor, a best man, and perhaps a small relative as a flower girl make an appropriate group of attendants. In a church the procession requires four bridesmaids and four ushers, if it is to look at all impressive; but the church bride may have as her only attendant a maid or matron of honor, or a flower girl if she desires.

24. How and why are they chosen?

In theory, the bride chooses the maid of honor and the bridesmaids, and the groom selects the best man and the ushers. In practice, the selections are made jointly, then the invitations are issued to the women and the girls by the bride and to the men by the groom. Usually the groom pays to the bride the compliment of inviting her brother or favorite cousin to be an usher. The maid or matron of honor is usually the sister or the dearest friend of the bride, but she shows the groom the compliment of inviting his sister or a cousin to act as bridesmaid.

The groom invites the men who are to act as his attendants soon after the engagement is announced and the general plan of the wedding is decided. To an out-of-town man he writes an informal letter, something like this:

*Polly and I will be married at St Thomas's,
Auburndale, on October the fourth, and we
are counting on you for one of the ushers.*

If he is giving a farewell dinner, he adds:

*My dinner is to be at (name of club or hotel)
the night of the third at seven thirty*

The bride calls on the girls who are to act as her bridesmaids, and if they accept the invitation, she explains in detail the sort of costume they will be expected to wear.

25. *Who pays for the frocks of the matron or maid of honor and the bridesmaids?*

Unless the bride's parents are very wealthy and wish to signalize her marriage by special generosity, they do not pay for the gowns worn by her attendants; but it is customary to provide some special accessories, such as hats or muffs, fans or parasols, if these are carried in place of bouquets. The bride's parents may pay for the gown worn by a much-loved but less-prosperous cousin, but if any one of the bride's friends pays for her own costume, then all the other friends must pay for theirs.

26. *Who decides on the color scheme and the style of their frocks?*

The color scheme and style of frocks are decided by the bride and her mother, who know what will best fit into the general plan and decorations for the wedding.

27. *What color and fabrics are appropriate for bridal attendants?*

Pale colors and delicate fabrics are preferred, though occasionally quaint effects are secured by using brocades or crinoline frocks. A daring bride, whose attendants can meet the test, may choose hues ranging from deep ivory through yellows and golds to bright orange, an especially good effect for a fall or winter wedding. In spring, delicate blues, pinks, greens, and orchid are preferred. If the bridesmaids wear pale green with orchid trimming and accessories, the matron of honor wears orchid with touches of green, for she is always distinguished from the bridesmaids by some difference in color rather than in the fashion of the gown. In planning the gowns for the bridal attendants, due thought is given to the spirit of youth and happiness which should mark a wedding. Neither gowns nor coiffures should be too sophisticated.

If a girl who is in mourning accepts the invitation to act as a bridesmaid, she must wear the color chosen for the bridal attendants, and she must not wear a mourning band on her sleeve.

28. *What shall a girl do when she is chosen as an attendant and cannot afford to pay for her dress?*

A girl who cannot afford to pay for her dress must decline to be a bridesmaid, frankly stating her reason, because otherwise her friend may be hurt by her refusal.

29. *Do the ushers pay for their outfits?*

Yes, because they are supposed to have in their wardrobes the afternoon or evening clothes needed for a wedding.

30. *What plans must be made for the housing of the bridal attendants and guests who come from a distance?*

The house list, made up for the purpose of entertaining out-of-town attendants and guests, includes the bridal party and close relatives of bride and groom. This is not an important matter among the wealthy, for relatives and friends coming to the wedding usually stop at their favorite club or hotel; but it must be considered by people of moderate means. Many a young couple has incurred the displeasure and forfeited the gift of an aged relative for whose entertainment no preparations were made. For the aged and delicate, hotel reservations are secured, even though the guest pays her own bills. The housing of out-of-town guests is always important when the train service is poor.

31. *What is the correct dress for the bridal party at a morning wedding?*

If the ceremony is performed before noon (between eight-thirty and eleven o'clock) the bridal party wears what might be described as morning clothes. In summer the bride may wear organdie or the simplest sort of white crêpe de Chine, with a veil, and her attendants will be dressed appropriately in organdie, cotton tissue, or crêpe—never in satin. In the country they may wear garden hats. The groom and his attendants wear sack suits or flannel. For a morning wedding in the city, a smart going-away dress for the bride and afternoon dresses and hats for her attendants are best, with sack suits for the men.

32. *When the wedding is at high noon or four-thirty, what should the bridal party wear?*

For both the high noon and the afternoon wedding, the dressing is the same. The bride wears white satin, soft brocade, or georgette trimmed with filmy lace. Fine silver tissue is sometimes introduced. The stockings are sheer white silk, the slippers of satin, brocade, or white silver cloth. The bridal gown is high at throat and long of sleeve. The veil is of tulle or lace draped on a foundation which fits the head perfectly. It is caught with a wreath or small spray

of orange blossoms which have survived all changing customs. The veil no longer covers the face, but is arranged like a cloud of tulle above the hair and floats down the back and over the train. The white glacé gloves must be long enough to meet the sleeves. The bride's attendants wear short frocks of satin brocade, figured crêpe, chiffon, georgette, or any of the popular silks or gauzes, with hats of picturesque design, low shoes, stockings, and gloves to match the color and style of their frocks. They carry bouquets or muffs made of chiffon, gauze, or lace with a touch of flowers or fur. At a house wedding they



*Collar, Cravat, and
Boutonnière Suitable for
Men Attendants at a
Wedding*

sometimes carry hats filled with flowers.

Correct dress for the groom, best man, and ushers consists of dark gray striped trousers, black cutaway coat, black waistcoat, white dress shirt, stand-up wing collar, plain black silk socks and plain low shoes of black calfskin. In order to have the ties and gloves uniform, these are often supplied by the groom. If they are not, the ushers usually agree on gray suède gloves, gray or black-and-white Ascot ties, according to the mode, but the high silk hat must be worn, and the groom is expected to carry a walking stick to the church. He may wear white suède gloves instead of gray.

33. *What is correct dress for the evening wedding?*

For the evening wedding, which is very smart in San Francisco and other Pacific coast cities, and also in Jewish circles everywhere, the men wear full evening clothes, which means the regulation swallow-tailed coat (not a Tuxedo), black hose and pumps, and white glacé kid gloves. The bride's gown may be quite décolleté, but it must have sleeves of some sort to distinguish it from the extreme evening gown. The bridesmaids may dispense with hats at evening weddings, especially in the home.

34. *What is the correct dress for the bride's mother and the groom's mother?*

For a noon or an afternoon wedding the mother of the bride or the groom selects the same sort of gown she would wear to a reception or to a tea. As she should be a strikingly dignified figure, she chooses fabrics as rich as her purse permits—velvet, brocade of the soft clinging variety, crêpe de Chine, or whatever is the silken vogue of the hour, with a dress hat, handsome furs or wrap, and white kid gloves. As a rule the preference is given to the most becoming soft colors, like gray, mauve, taupe, and tan. For an evening wedding the décolleté gown of rich material is worn and the hat is omitted.

Decorations and Appointments

35. *What decorations are used for a church wedding?*

The decorations for the church wedding should correspond to the size and general plan of the wedding. Elaborate and massive decorations for a small wedding party would be in very bad taste. On the other hand, the decorations for a large and fashionable wedding may be very simple, if such is the wish of the bride. For the large church wedding a certain number of pews at the front are reserved for the families of the bride and groom and for their most intimate friends. At the entrance to each of these pews the florist fastens a bouquet of flowers. White ribbons stretched across the aisle mark the last of the reserved pews. The chancel is massed with ferns and the altar with

flowers. The choir benches, lectern, and pulpit are draped with smilax, fine ferns, or wreaths of flowers. For spring and summer weddings white garden flowers, like narcissus and lilies-of-the-valley, daisies or marguerites, snapdragons, candytuft, and rambler roses, may be used effectively. White dahlias and asters are handsome for September, while chrysanthemums, roses, and carnations are favorite flowers for fall and winter weddings. Colored flowers are sometimes used at church weddings, but green and white provide the best background for a bride. For a church wedding in the country, garden and field flowers are often used with good effect in spring and summer; autumn leaves in the fall.

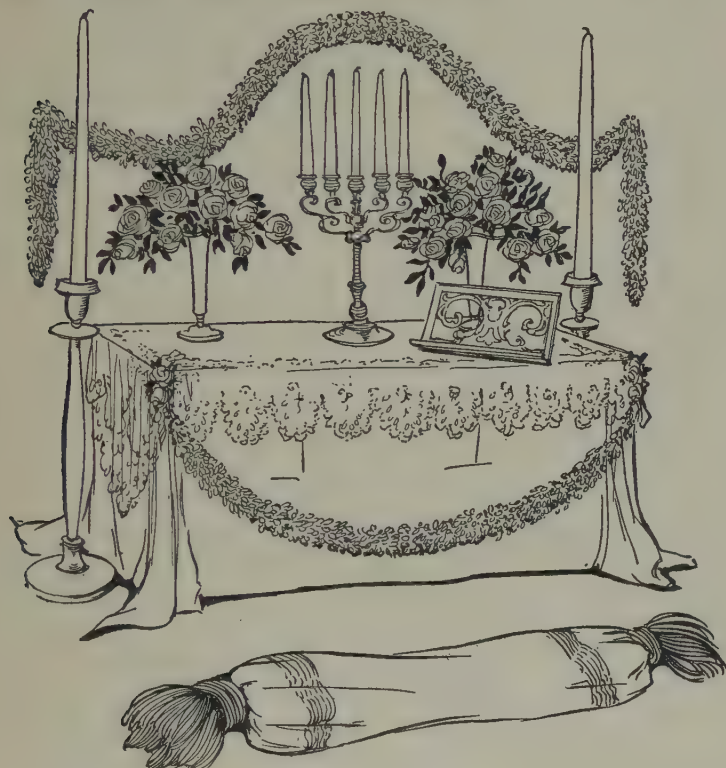
36. What flowers are used for a home wedding?

A large wedding in a home or hotel ballroom requires carefully planned decorations. First, the effect of an altar must be given at the end of a large room in which the ceremony is to be performed. For the background there may be a screen of smilax, asparagus fern, laurel, or wood ferns, according to the season. On either side should be high vases filled with flowers. An altar can be rented or it can be built of ordinary lumber, or even an empty packing box, covered with satin or lace, brocade, or a piece of embroidery. In front of this altar is placed a long narrow stool or pillow, appropriately covered to harmonize with the altar, on which the bridal couple will kneel. On the improvised altar is a rack for the prayer book and very simple vases filled with white flowers. High candlesticks on either side of the altar, or against the screen, are very effective. Such an altar lends such dignity to the occasion that it is frequently used in homes of families who are neither Catholics nor Episcopalians.

The next step in decorating is an aisle for the bridal party. White ribbons held in place by tall, white standards are used for this purpose. The standards can be rented from florists or caterers. The aisle must be broad enough for the bridal party to walk two abreast without being crowded. Sometimes the ribbons are held in place by

ushers whose duties are otherwise nominal at a house wedding, or by children dressed alike and drilled in the service.

Flowers for the house wedding, exclusive of the altar or screen, may be as colorful as the bride likes them. Pink roses with blue larkspur, yellow jonquils with white narcissus, climbing roses and marguerites, cornflowers and



Improvised Altar for Ceremony in Home or Hotel Ballroom

apple blossoms, are lovely for spring and summer, while for September weddings nothing is handsomer than the brilliant-toned dahlias. For October and November autumn leaves and chrysanthemums are preferred, and for winter roses. Quite generally the decorations of the table for the bridal party are in white and green, but if the bride has a fondness for any particular flower or color, this is used, in the dining room and throughout the house.

37. *Should a florist be engaged to do the decorating?*

When means permit, much trouble and annoyance is saved by making a contract with a florist, who will supply everything from the altar decorations to the boutonnieres for the ushers.

38. *When are an awning and a red carpet required?*

The awning furnishes protection against the elements and keeps back the curious who otherwise might crowd too closely. The carpet protects both delicately shod feet and the rugs of the hostess. Therefore both are essential for a church wedding or for a large house wedding. When the church ceremony is followed by a reception at the house, there must be an awning at both places. Summing it up, awnings may be dispensed with only at a country or suburban wedding in fair weather, or at a town wedding in church or home when the ceremony is performed in the presence of relatives and a few intimate friends and when the bride wears her going-away gown.

39. *Through whom are these obtained?*

For a church wedding the sexton secures them. For a house wedding the awning and carpet are sometimes supplied by the caterer, or the bride's mother may order them directly from firms that make a specialty of renting them. When the wedding is held in a hotel or assembly hall, the management supplies the awning and the carpet.

40. *In the case of large weddings, either at church or at home, what attendants and servants should be stationed at the entrance?*

As at balls, there is usually police protection at the church and at the house. A plain-clothes man is often assigned by the police department because pickpockets, male and female, slip into crowds. There should be a manservant at the curb to open the doors of cars, carriages, and taxis, and another servant is posted at the entrance to the house to stop intrusive strangers. At a large church wedding, the sexton or one of his assistants is stationed at the entrance of the gallery. If this part of the church has been reserved

for servants, as is a common custom, he demands cards of admittance. If, on the other hand, the gallery is open to the public, he uses his discretion in admitting people who have no invitations, turning away children or any one who might make a disturbance.

41. Should music be a feature of every wedding?

A wedding without music is as dull as it is unusual. At large and fashionable church weddings the ceremony is preceded by a program of instrumental music. During the service there may be choral singing or a solo, usually the popular "O Promise Me," sung by an opera or concert star, but at the ordinary church wedding it is in better taste to have the singing by the choir and its soloists, as a famous soloist suggests ostentation that does not seem appropriate to the occasion. The bride and her mother usually confer with the organist and choir leader, suggesting their favorite selections. If by any chance the family wishes to have an organist from another church, or a personal friend of the bride to play at a wedding, it is customary to secure permission from the regular organist, who in that case receives the customary fee exactly as if he had played. At a house wedding, the wedding march may be played on the piano or the music may be furnished by a small stringed orchestra. For a large reception, at house or hotel ballroom, an orchestra is usually engaged to play not only the wedding music, but for the dancing which follows the reception.

42. Who selects and engages the clergyman?

As a rule the wedding ceremony is performed in the church which the bride's family attends, or by her own clergyman if the ceremony is performed at home. If, however, the groom feels deeply on the subject, or if the bride expects to attend his church after her marriage, his clergyman may be invited to perform the entire ceremony, or to assist the bride's pastor. Again, if either the bride or groom counts a clergyman among relatives or intimate friends, he may be invited to perform or assist in the ceremony. This is settled amicably by the bridal couple and their families.

43. *What fee is given to the clergyman, and by whom?*

The amount of the fee varies from five dollars to one hundred, according to the means of the groom. The money or check is placed in an envelope and handed to the clergyman by the best man. If the ceremony is performed in a church the clergyman receives the fee in the vestry room, before the ceremony. At a home wedding the best man hands the clergyman the envelope just before he leaves.

44. *How far in advance of the wedding should he be consulted?*

The clergyman should be consulted directly plans for the wedding are discussed, never after invitations are issued. He may be leaving the city, or he may have been engaged for the same day and hour by another parishioner.

45. *Should arrangements be made with the organist, or the musicians, in advance?*

All musicians should be engaged well in advance. Organists and soloists have many engagements which cannot be broken, and good orchestras are in demand.

46. *Should the sexton of the church where the wedding is held be paid?*

The sexton of the church is paid a fee by the bride's parents which covers not only his services, but those of his attendants, and the heating and lighting of the church.

Reception and Refreshments

47. *When is the wedding reception held?*

When guests are invited to both ceremony and reception at a home wedding, the reception follows immediately after the ceremony. If, however, the wedding is witnessed by only the families of bride and groom and close relatives, a half hour or more is allowed to elapse between the ceremony and the reception. For example, if the ceremony is performed at twelve o'clock, the reception is usually held at one, and the invitations sent to guests for the reception or breakfast are engraved accordingly.

48. *What is served at a wedding breakfast or reception?*

Practically the same menu is planned whether it is served at twelve noon, at five in the afternoon, or at eight-thirty in the evening. Much trouble and confusion will be avoided if a caterer is engaged to supply the refreshments and everything needed for their service. Even small cities and progressive towns now boast one or more women who specialize in catering. An appropriate menu for a large and fashionable wedding breakfast is

Bouillon

Lobster or clam Newburgh, or oyster patty

Chicken *à la king*, or sweetbreads with mushrooms

Tomatoes filled with celery and chopped green peppers

Raspberry or orange ice

Coffee or chocolate

Little cakes, salted nuts, and odd sweetmeats

For the afternoon wedding, small thin sandwiches may also be served and tea is added to the coffee and chocolate. In summer, iced bouillon, meats in aspic, and jellied salads may replace hot dishes. For the sit-down breakfast, a broiled squab or chicken may be served, but for the stand-up or buffet breakfast, when guests hold a plate in one hand and a fork in the other, no dish requiring the use of a knife must be offered. An essential feature of either sit-down or buffet breakfast is the wedding cake.

The above menu can be scaled down to fit the means of the bride's parents. For the breakfast, bouillon may be omitted. Chicken *à la king*, or lobster Newburgh, or a patty will then be the one hot dish which is served with thin bread and butter and aspic salad, coffee or chocolate, ices and cake. For an afternoon reception, a chicken or lobster salad, sandwiches, ices, cake, tea, and coffee are sufficient. Equally simple refreshments can be served in the evening.

In placing your order with the caterer, allow for the number of guests who accept the invitations and a few additional covers for relatives or intimate friends who find at the last minute that they are able to come, even though they have sent regrets. A number of extra boxes of cake should be

ordered, as the bride or her mother may wish to send these little souvenirs to old friends or relatives who cannot attend the wedding.

If a punch is served, any of the new popular combinations of fruit juice and ginger ale may be used. Frosted mint leaves make a pleasing decoration.



Table Set for Buffet or Stand-up Wedding Breakfast

49. How are wedding refreshments served?

This depends on whether it is a sit-down or buffet service. For the sit-down breakfast the table for the bridal party occupies the center of the room. Near by is the table for the parents of the bride and the groom. Scattered around the dining room and hall or adjoining rooms, if more space is needed, are tables seating four, three, or even two persons. Everything is served from the kitchen and pantry by waiters.

The bride's table must be large enough to accommodate all of her attendants. The elaborately iced wedding cake is the centerpiece, and the other decorations are usually in white and silver.

The bride and the groom are seated next to each other, the maid or matron of honor is on the left of the groom, and the best man on the right of the bride. The bridesmaids and ushers are seated alternately.

Next in importance is the table set aside for the parents of the bridal couple. Here, place cards are used. The groom's mother sits on the right of the bride's father, and the groom's father sits on the right of the bride's mother. The clergyman and his wife are usually seated at this table,

with distinguished guests and intimate friends of the bride and her parents. Should the bride and groom have any sisters or brothers who are not in the wedding party, they also sit at this table. A bowl of flowers occupies the center, and the white-and-silver scheme is carried out here, as at the bride's table.

For buffet service only one table is used, but this is large and handsomely set with a fine lace cloth, preferably Brussels or Cluny.

The wedding cake forms the centerpiece. Bowls or vases of flowers are placed at proper distances from the centerpiece. Families possessing the old-fashioned silver candelabra will find them very effective, filled with white candles and placed at either end of the table. Stacks of napkins and plates, and rows of spoons and forks, are laid where they can be reached conveniently. In other available spaces may be set low dishes filled with small cakes, salted nuts, and bonbons. On a side table or buffet there should be urns of coffee and chocolate, while bowls of punch should be supplied for the dining room and alcoves of other rooms as for balls and receptions. Guests are served in relays, standing in groups near the large table. The bride and the groom are not served with refreshments until after they have received the good wishes and congratulations of all the guests.

50. *Is there any difference between the bride's cake and the wedding cake?*

The answer to this question depends largely on local custom. In some sections of the country the bride's cake at the wedding breakfast is of the type known to experienced cooks as lady's cake—a pure, white circular loaf of fine texture, and elaborately iced, it forms the centerpiece at the bride's table. In such case the wedding or fruit cake is served to guests sliced and is also distributed in boxes.

However, in most cities, this white bride's cake is served only at the luncheon which the bride's mother gives for the bridesmaids, where it forms the decorative centerpiece, and tiny favors may be baked in it.

The bride's cake at the wedding breakfast is then the

regulation black fruit cake baked in three or more circular pans of graduated circumference and height. Put together with heavy icing, it forms a pyramid. When decorated by the caterer the top of such a cake is removable and is carried away by a waiter when the bride is ready to cut the cake. In this bride's cake the caterer places the luck pieces for the members of the bridal party, those for the men in one section and for the women in another, indicating by some mark on the icing the difference in location. Other loaves of the fruit cake are baked in square tins to be cut into small pieces to fill the little boxes, which are usually covered with white moiré paper, embossed in silver with



Individual Boxes for Wedding Cake

the initials of the bride and groom. Tin boxes should be supplied to store away what is left of the wedding cake for the bride and the groom to open on wedding anniversaries. For small and less elaborate wed-

dings, the fruit cake may be baked at home and iced by a confectioner at much less expense. In the old days the luck pieces were baked in the cakes, but now they are pushed into the loaf after it is baked and before it is iced, by the aid of a skewer or similar implement.

51. What luck pieces are put in the bride's cake?

For the bridesmaids, a shining dime for riches, a tiny gold ring for the first to be married, a wee cat, parrot, or thimble for the old maid of the group, and a miniature wish-bone for the luckiest girl in the party. The ushers also receive the dime and the little gold ring, but a button or dog is used to designate the old bachelor, and a pair of wee dice, the lucky man. These favors can be bought at favor shops.

52. How is the wedding cake distributed to the guests?

At a sit-down breakfast the little boxes of cake are often placed at the tables, one for each guest. When the service is buffet style, the little boxes are arranged on a table near the entrance to the dining room, with a servant in attend-

ance to offer a box to each departing guest. The servant is an especially wise provision, as absent-minded guests sometimes pick up two or three boxes as souvenirs of the happy occasion.

Wedding Rings and Gifts

53. How is the wedding ring bought and engraved?

It is quite good form for the bride to go with the groom when he buys the wedding ring and to express her preference as to width, weight, and size. At present, platinum or white gold is in vogue. The best form of engraving is the date and the initials of the bride and the groom.

54. When the groom has a wedding ring, who buys it?

The bride, unless she can give the groom a ring which has been an heirloom among the men of her family for generations. This exchange of wedding rings is largely a matter of nationality, or local custom, or of sentiment between the bride and the groom.

55. What is the appropriate gift from groom to bride?

A piece of jewelry usually suitable for wear on her wedding day. It may range from a string of pearls to a delicate bar pin, bracelet, or pendant of the less expensive type. If, however, the bride has long yearned for a string of amber beads, a jade pendant, or a bit of coral, the groom will bow to her wishes and she will wear his gift with her going-away frock.

56. What does the bride give her attendants as souvenirs of the day?

Quite frequently she gives some accessory of the costume to be worn at the wedding—a tulle muff in winter, or a parasol for the summer wedding, or she may give each one a bracelet, a brooch or a bar pin, a pendant, or an exquisite bag, purse, or card case beaded or in tooled leather.

57. What does the groom give to the men of the wedding party?

His gift depends entirely upon the dress customs of the hour. A few years ago a scarf pin was the popular gift to

ushers. As this book goes to press men are not wearing stick pins, but studs and cuff links of elegant design are chosen by grooms who have large incomes. Others give trifles like gold mounted pens or patent pencils, belt buckles, key chains and key rings in sterling silver, cigarette and card cases.

58. Does an invitation to a wedding call for a gift?

This question must be considered from two angles, social and business or professional. Relatives and personal friends of the bride and the groom and of their families always send gifts. Acquaintances are governed by the wording of the invitation. Those who are invited to both church and reception send gifts. Those who are invited to the church only are not obligated to send a gift. An invitation to a reception following a private ceremony calls for a gift. Women who pride themselves on doing the kindly or gracious thing, often send the bride flowers on her wedding day, when they are invited to the church ceremony only.

Anyone who may not be able to attend the home wedding or reception because she is ill, in mourning, or traveling abroad, will send the usual gift, exactly as if she could be present.

Neither the clergyman who performs the ceremony nor the family physician is expected to send a wedding gift unless social relations exist between the two families.

Now for gifts sent by business acquaintances, who receive invitations to the church only. For example, an attorney and his wife may receive an invitation to the church wedding of the daughter of a client whose family they do not meet in a social way. If the husband wishes to send a gift which represents his business friendship for the bride's father, it is sent to the bride in the name of himself and his wife. The same thing is done by a business man whose relations with the groom are friendly, though he may not know the bride or her family. The gift is sent to the bride with the joint card of the business man and his wife.

59. Are all gifts sent to the bride?

Yes; never to the groom.

60. *How are gifts initialed?*

The established custom calls for the marking of all linen and silver and gold plate, china and glassware, with the bride's maiden initials, thus: "M. W." for "Mary Walker," her maiden name, not "M. T." for "Mary Turner," her married name. This custom grew out of the fact that wedding gifts are the personal property of the bride. However, many modern girls who scorn old customs ask their friends to use the initials which will be theirs after marriage, thereby establishing their own family and its name. If you know her well, it is a good idea to consult the bride on this question.

61. *How soon are gifts sent?*

Usually two weeks or ten days before the date of the wedding, in order to give the bride the opportunity to acknowledge them.

62. *What is written on the card accompanying a gift?*

The card is sufficient. Congratulations and good wishes are offered at the wedding reception. When the gift is sent by a married woman who knows the couple socially, or who is merely selecting a present from her husband to a business friend, she incloses their joint card, "Mr. and Mrs. Russell Calder," or her husband's calling card and her own. If the gift is sent from out-of-town, or by anyone who cannot attend the reception, the phrase "with all good wishes" or something equally appropriate may be written across the card.

63. *When and how are the gifts acknowledged by the bride?*

Before starting on her wedding journey, she writes little notes of appreciation by hand. Wise brides list each present as it arrives, with the date of receipt, the name of the sender or senders, and the shop from which it comes, the last in case she may wish to exchange the gift because of duplicates she may receive. She will save herself anxiety and the last-minute rush if she will acknowledge the gifts she receives each day before retiring at night.

64. *What is the correct form for acknowledging wedding gifts?*

Dear Aunt Helen:

Your wonderful gift made Jim and me so happy. We had hoped that some one would send us a samovar and candlesticks, but we hardly dared count on it. And now we have them with other Russian touches for our new home. You will come often to let me make tea for you, won't you, dear?

Affectionately,
Jane

65. *Is it proper to exchange gifts?*

Yes, especially when duplicates of articles are received or when a gift is entirely inappropriate to the scale on which the newly married couple will live. It is better to exchange one of seven silver platters for a dainty breakfast service than to have no breakfast service!

66. *What arrangements are made for the display of wedding presents?*

Here is another question on which there is a wide difference of opinion. Families who pride themselves on their exclusiveness and good taste show wedding gifts to relatives and intimate friends only, a day or so before the wedding; but there is absolutely no objection to displaying the gifts for all who come to the reception. Usually a library, morning room, or bedroom from which the furniture has been removed is used for this purpose. Tables which can be rented from caterers or built with boards laid on wooden horses are ranged against the walls and through the center of the room, leaving aisles. The tables are covered with plain white cloths, damask, or fine sheeting, and the gifts are grouped in the best possible taste, silver on one table, glass and china on another, and linens on a third, all with a nice sense of color. There is much discussion also about the removal of cards from gifts. The punctilious remove them, but this is not a hard and fast rule.

*Functions for the Bridal Party**67. What special entertaining for the bridal party precedes the wedding?*

The answer to this question depends on the customs of the community and the means of the bride's family. Among the very wealthy in large cities certain entertaining for the bridal party is almost obligatory. The groom gives a farewell bachelor dinner or supper to his ushers and best man, and his invitation list sometimes includes out-of-town business friends or former classmates who may be coming for the wedding but not to act as ushers. This dinner may be served in the groom's apartment or in the private room of a hotel. It may be followed by a social evening or by entertainment of a popular character, music, singing in which the guests join, even professional dancers; or the party may go from the dinner to the theater. For the correct method of serving this dinner see Chapter I, "Bachelors," and Chapter XII, "Dinners."

If the wedding gifts are not to be displayed on the day of the wedding, the bride's mother may give a tea two or three days before the wedding day, to which are invited the bridesmaids and such old friends as are privileged to see the gifts.

If the bridesmaids and ushers are from out-of-town and especially if the wedding is to be held in a country house, a dinner may be given by the bride's mother the night before the wedding. This is also an important function preceding a church ceremony in town when a rehearsal is necessary, as it insures the presence of each member of the bridal party. Friends of the family also give dinners in honor of the bridal party, first ascertaining that this is agreeable to the bride. She may prefer to have the last days before the wedding free from social engagements so that she may acknowledge her gifts and conserve her strength.

In some cities the bride's mother gives a luncheon for the bridesmaids which corresponds to the groom's bachelor dinner. At such a time the table is decorated in pink, the bridesmaids' color, with roses, carnations, sweet peas, dah-

lias, or chrysanthemums, according to the season, appropriate favors, place cards, and fortune-telling devices.

68. Are wedding trips still in vogue?

Customs in wedding trips have changed greatly with our habits of living and traveling. Twenty, even ten years ago, a bridal trip to some resort favored by honeymooners was regarded as an essential feature of the wedding—Niagara, Bermuda, Palm Beach, the Riviera if the groom's means permitted. To-day one couple may visit the Orient, and another go to Canada for the midwinter sports. They may vanish on board his yacht or hide in his hunting lodge or camp. Young people of more moderate means seek the seclusion of cottages in fishing camps or in quiet mountain resorts, or go directly to their new home; but unquestionably the sight-seeing wedding trip is no longer in favor.

69. Is a wedding rehearsal necessary?

Yes, when there is any sort of a procession, in either church or home.

70. Who should be present at this rehearsal?

Only those directly concerned. Additional persons, even the best-intentioned relatives and friends, may create confusion by offering suggestions. The persons necessary to the rehearsal are the bridal attendants, the father of the bride or the male relative who will give her away; the bride's understudy, for the bride never takes part in the rehearsal; the organist who will play at the wedding; some one to impersonate the clergyman in order to assign relative positions for the other members of the bridal party; the bride and her mother who will direct the rehearsal. The rehearsal will be facilitated if some one accustomed to directing pageants or ensemble dances is present to aid the bride and her mother. The words of the ceremony are never used at a rehearsal, but a person familiar with the ritual will explain to the bride, her father, and the groom and the best man each step in the service. The bride will watch carefully every move made by her substitute. In order to insure the presence of all attendants, notices of

the rehearsal should be sent by post and verified by telephone.

71. How is the bridal procession formed?

The formation of the procession is regulated by the arrangement of the church or home. No instructions are given here for the ceremony used in Catholic churches or among people of Jewish faith, because in each case the formalities are clearly defined by religious customs. We will consider the church wedding first.

In Protestant churches the movements of the bridal procession are governed by the arrangement of aisles, while the grouping of the bridal party depends on the plan of chancel or pulpit. If there is a center aisle, the bride and her attendants pass up this aisle to chancel or pulpit. If there are pews in the center and aisles on the sides, then the procession approaches chancel or pulpit by the right-hand aisle and leaves by the left.

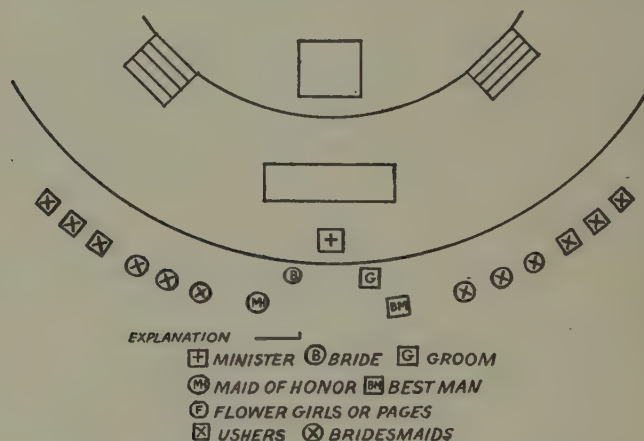
In an Episcopal church there will be a chancel with choir stalls and altar. In some of the modern churches of other denominations the altar is replaced by a stained-glass window, or, in the Baptist church, by the baptistery. In either case the bridal party is grouped in the chancel.

When the church has a high pulpit instead of a chancel, just below and in front of the pulpit there is usually a low, shallow, semicircular platform, with or without a railing. If there are a table and several chairs on the low platform, these are removed to make room for palms and flowers. The minister stands against the palms, and, like the bridal party, is on a level with the congregation. Diagrams showing the two settings for the bridal party make this quite clear.

If the vestry room or study opens from the right or left of the chancel, as in an Episcopal church, the minister, the groom, and his best man will enter the chancel through this door. If, however, the study opens directly into the main body of the church, right or left, the three men will enter through this door, and, passing the front pews, take their positions in front of and under the pulpit. If the study opens directly into the high pulpit, this door must be used,

and the clergyman will lead the way down the steps to the lower platform.

Now with the setting clearly defined, we will form the wedding procession. In the vestry room or study are the groom, his best man, and the substitute for the clergyman. And right here let us settle a question which often troubles the groom and best man. "How do they dispose of their hats and sticks?" These articles are left in the vestry room. If either the groom or the best man has a valet, the latter takes charge of them; otherwise an arrangement



*Diagram for Wedding Party in Front of Semicircular Railing,
Below a High Pulpit*

is made with the sexton or one of his assistants to carry them to the vestibule, where he waits until the bridal procession reappears. The best man wears his gloves throughout the service. The groom removes the right glove as his bride approaches the chancel, holding it in his left hand, or, if he is very nervous, he may remove his right glove before he leaves the vestry room, but his right hand must be ungloved when he extends it to his bride. Lack of rehearsal in these details often causes confusion during the ceremony.

In the vestibule the bride's understudy, her father, and all of her attendants are waiting. The ushers lead the procession and they should be paired according to height.

If a very tall and a very short man or a stout and thin man are paired, the guests may be reminded instantly of a comic strip in the evening paper. It is well to have the shortest ushers lead the procession. The bridesmaids, arranged with the same attention to height, come next, two

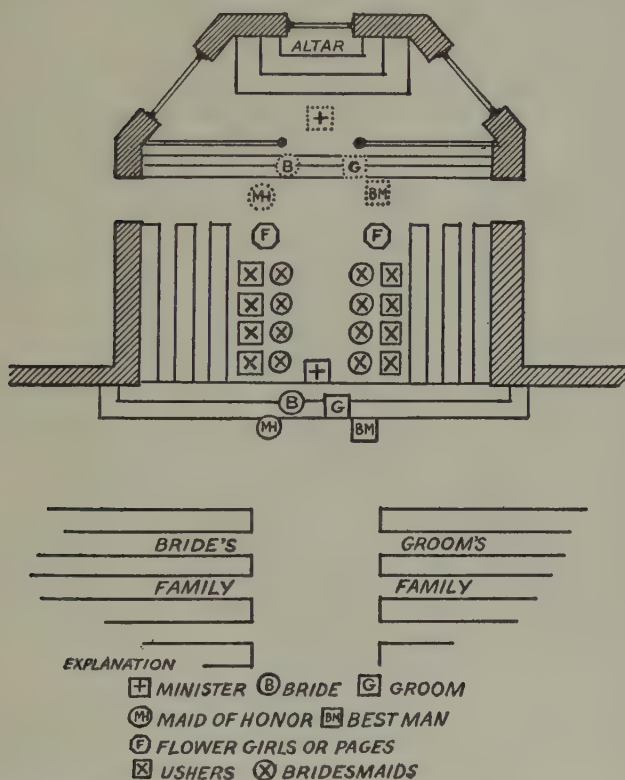


Diagram Showing Changing Positions of Bridal Party for Episcopal Service and in Any Church Which Boasts a Chancel and an Altar

by two, then the maid or matron of honor alone. The flower girl and the ring bearer or the two flower girls come next, and finally the substitute bride on the arm of the bride's father. If there are pages, they come last, bearing the bride's train. The bride is on the father's right, her left hand through his right arm.

In describing the progress of the bridal procession, we

will consider first the ceremony in an Episcopal church or any other church which has a chancel reached by steps.

With the first note of the wedding march, the clergyman, followed by the groom and the best man, steps from the vestry and walks slowly but not in march time to the opening in the railing, down the chancel, to the top of the steps, where the groom, with his best man behind him, awaits the coming of the bride.

At the same instant, the bride and her attendants start toward the chancel. The vestibule doors are held or fastened back, and the first two ushers act as pacemakers, saying very softly in time to the music, like army sergeants, "Left, left." The next pair of ushers take their time from the first, and the entire procession falls into step, always starting with the left foot. Four counts should be allowed between each pair of ushers and bridesmaids. Four more counts, and the maid or matron of honor steps forward, and at the end of four more counts, the flower girls. The bride then counts eight, and with her father steps into view, the pages, if there are any, carrying the train of her gown.

No counting must be done after the attendants step into the nave or body of the church, only in the vestibule, as on the wedding day nervousness may cause some one to count aloud, to the amusement of guests. If the pace is too slow or too fast, the organist may be asked to change his tempo, but this is necessary only when the organist is inexperienced. An experienced musician knows the correct time and the bridal party must keep step with the organ. It is sometimes necessary for the organist to drill the attendants. This point is stressed because a bridal procession is impressive only when it is correctly spaced and moves with dignity and precision.

When the ushers reach the steps leading to the chancel, they separate, right and left, mount the steps and walk into the chancel, where they turn, backs toward the choir stalls, facing each other. The bridesmaids separate in the same way and stand in front of the ushers, facing each other. The groom, meantime, has stepped to the foot of the chancel steps to meet the bride, his best man on his

right. When the maid or matron of honor reaches the chancel, she stops at the foot of the steps, or on one of the lower steps, according to their number, but a little to the left, and the best man takes his place on a line with her, but at the right.

When the bride arrives at the chancel steps, she takes her left hand from her father's arm, shifts her bouquet, or prayer book, from her right hand to her left, and gives her right hand to the groom, who slips it into his left arm to lead her up the steps.

If the service is to be read at the foot of the chancel, which seems to be the more popular custom, the groom takes her right hand in his left and they face the clergyman in this position.

The father stands directly behind the maid of honor or the bride, and the flower girls are stationed where they give the best effect, usually to the right and left, and beyond the best man and maid of honor.

The exact positions will be determined by the size of the chancel and the number of steps.

If the ceremony is divided, the first part read at the foot of the chancel and the second part at the chancel rail, the ushers and the bridesmaids remain in position, but the maid of honor and the best man follow the bride and the groom up the steps, between the double line of attendants, to the chancel rail, taking the positions shown in the diagram.

Now for the various steps in the ceremony.

On reaching the chancel, and before the service begins, the bride hands her bouquet, or whatever she may carry in its stead, to her maid of honor, who holds it until the ceremony is over, returning it to the bride before the latter turns to face the congregation for the recessional. If the bride removes her left glove, she hands this also to her maid of honor. The best man has the wedding ring in his vest pocket so that he can produce it instantly the clergyman gives the signal. Immediately the father or male relative has given away the bride, he leaves the bridal party and joins his wife or family in the first left-hand pew.

The service concluded, the procession reforms in reverse

order. First comes the bride on the arm of the groom, followed by pages, if there are any, or the flower girls; then after eight beats or counts the maid or matron of honor (the best man uses another aisle and joins the bridal party in the vestibule), then the bridesmaids in pairs and finally the ushers.

Both the processional and recessional should be rehearsed until time and spacing are perfect.

Next let us consider the wedding march in a church which has no chancel, but a pulpit above a low platform.



After the Ceremony. The Bride and Groom Lead the Recessional

The procession is formed in the same way, but on reaching the platform, the ushers and bridesmaids divide and form an arc on either side of the bride and groom.

Now we come to the rehearsal for a home wedding.

Unless the house is very large, with a spacious drawing room and broad, sweeping staircase, a large bridal procession is not effective and is in rather bad taste.

However, if the environment permits, there may be four or more ushers, the same number of bridesmaids, with a maid of honor and flower girls. The bridal procession is

formed on the second floor, in the same order described for a church wedding, ushers leading. At the moment they start down the staircase, the clergyman, followed by the groom and his best man, enter the drawing room from another room on the lower floor. Usually the attendants form an arc as in a church which has a pulpit instead of a chancel.

White ribbons, described as part of the decorations, form the aisle for the bridal party.

For a wedding in a smaller home, the number of attendants is usually limited to flower girls and a maid or matron of honor. Young people are then drilled to enter the room, unrolling the white ribbons which form the aisle. Then come the clergymen, groom, and best man, to take their positions against the screen of palms and flowers. At the same time, the flower girls start down the staircase. Next comes the maid of honor, and last the bride on the arm of her father. As at a church, the maid of honor stands on the left of the bride, and usually a little behind her, while the best man takes a similar position to the right of the groom. The father stands directly behind the bride or the maid of honor, until he has given his daughter away, when he joins his wife.

A final caution. After a church wedding, carriages or motors should be called promptly so that the bridal party may move out of the vestibule quickly. It is extremely bad form for attendants to linger in the vestibule after the ceremony.

WEDDINGS

PART TWO

The Wedding Day

CHURCH CEREMONY

1. *When and where are photographs of the bridal party made?*

This is regulated by circumstances, but as a rule it is better to have such things done before the ceremony, allowing ample time in order to avoid confusion and delay at the last minute. If portraits of the bride are to be made, these are taken directly she is dressed for the ceremony. If the bride and groom, with the bridesmaids, are to be photographed, this may be done immediately before the ceremony. Photographs may be taken in the bride's home or at the hotel or the club where the reception is to be held. For late spring or summer weddings, the photographs are often made out-of-doors, in a city garden, or on a country lawn. When the bridal couple are of sufficient importance to have a news value photographs and motion pictures are often taken as they leave the church. If ushers are included in photographs the latter must be taken after the ceremony.

2. *What time should the ushers arrive at the church?*

An hour before the time set for the ceremony.

3. *Who takes charge of the ushers' coats and hats and distributes them after the ceremony?*

The sexton of the church.

4. *What are the duties of the ushers?*

After adjusting their boutonnieres and putting on their gloves they take their stations at the heads of the aisles. In the average church, four will be stationed at the center aisle,

and one or two, according to the number of ushers, on the side aisles. Family servants and spectators who sit in the gallery seat themselves. The head usher assigns the men to their aisles according to a plan made by the groom. Brothers or relatives of bride and groom are usually placed in the center aisle to seat members of the two families.

5. What order is followed in seating families and guests?

The mother of the bride, with her other children, occupies the first left-hand pew facing the chancel. Relatives and intimate friends sit in pews behind her on the left-hand side. The parents of the groom occupy the first pew on the right with relatives immediately behind them. If cards with the pew numbers have been sent with the invitations the ushers will follow scrupulously this plan for seating guests.

6. Should an usher offer his arm to a woman guest?

Always, whether he is acquainted with her or not. If the crowd is great and guests must be seated quickly, he may offer his arm to the older woman in the party, and ask the younger women to follow them to the seat; otherwise, he escorts them one at a time. When a woman is attended by a man she is escorted by the usher, the other man following.

7. Should an usher converse with a woman he is seating?

Yes, in a quiet voice, not a whisper. It is extremely bad form to talk flippantly or noisily in a church at any time. The weather, the decorations, and the music are always safe topics of conversation.

8. Where should a person in mourning sit at a wedding?

In the gallery, never in the body of the church, and she should arrive and depart as unostentatiously as possible.

9. Who seats the guests that arrive after the ceremony starts?

As the ushers are now at the chancel, and the inner doors of the church are closed during the ceremony, late comers should go to the gallery, where they seat themselves.

10. What are the duties of the best man?

The obligations of the best man are not to be accepted lightly. His duty is to relieve the groom as much as possible from anxiety about details, which will depend somewhat upon the temperament of the groom. Some men are nervous and absent-minded on their wedding day, in which case the best man becomes both hands and memory for his friend. Even valets are not devoid of temperament, so the first duty of the best man is to make sure that the groom's bags are properly packed, and that the street clothes which he will wear on his wedding journey are taken to the house of the bride, where he will change from dress clothes into traveling clothes. If the bride and groom are stopping at a hotel in town, the best man sees that the luggage is taken to the hotel, that a room or suite has been engaged, and that flowers are placed in the room, and he also registers for the groom, takes the key and delivers it to him, thus insuring a quiet arrival at the hotel for the newly married couple. If they are taking a train or steamship, he makes sure that the luggage is dispatched in ample time.

If the groom has no valet, the best man often stays with him while he is dressing for the wedding. He also carries in his own waistcoat pocket the wedding ring and the clergyman's fee.

Fifteen minutes before the hour set for the ceremony, the best man and groom arrive at the church, entering by the side door and waiting in the vestry room or clergyman's study until word is brought to them that the bride has arrived. This is an excellent time to hand the clergyman his fee.

The duties of the best man during the ceremony are clearly prescribed in the ritual and have been described in the first part of this chapter.

11. When do the parents of the bride and groom arrive at the church?

At a well-managed ceremony the mother of the bride and parents of the groom arrive at exactly one minute before the ceremony, and are seated immediately in their proper places. After this the doors between the vestibule and the nave of the church are closed. The groom's mother is

conducted to her seat by the head usher, and the groom's father follows and sits beside her. The head usher then returns to the vestibule and escorts the bride's mother to her pew. When he returns to the vestibule, the bridal party forms immediately, and the first notes of the wedding march are sounded.

12. When and where do the bride's attendants assemble to go to the church?

At the home of the bride at least an hour before the wedding; earlier, if photographs are to be taken.

13. When do the bride and her attendants arrive at the church?

On the moment set for the ceremony.

14. Where is the bridal procession formed?

In the vestibule. If properly rehearsed, this can be done very quickly.

15. Who signals the organist to begin the wedding march?

The sexton will usually signal the organist when the bridal party arrives at the church, and again when the party is formed in the vestibule, ready to proceed down the aisle.

16. What are the duties of the maid or matron of honor?

If the bride is not accompanied by her personal maid, the maid or matron of honor should see that her veil and train are properly adjusted before the bridal party moves down the aisle.

At the proper time in the ceremony, she takes the bride's bouquet, and returns it to her at the conclusion of the ceremony. When the bride starts up the aisle, the maid of honor, handing her own bouquet to the second bridesmaid, may stoop and straighten out the bride's train and veil; then she recovers her bouquet and joins the procession.

17. Does the bride remove her engagement ring before the ceremony?

She may leave it at home or transfer it to her right hand.

18. *Should the groom kiss the bride at the conclusion of the ceremony?*

This is entirely a matter of sentiment. It is done more often at a home wedding than at a church ceremony.

19. *Who follows the bridal party up the aisle?*

When the ushers have reached the head of the aisle they turn back and escort the women seated in the first pews to the vestibule in the order of their relationship—first the bride's mother, then the groom's mother, next the other women seated in the first pew on either side, and so on until immediate families have left their pews. While this is going on, no other guests will leave the church. Crowding against members of the two families is extremely bad manners. At small weddings the ushers do not always return to escort the women of the two families, but it is a very dignified way to handle the situation.

20. *How is the bridal party seated in cars when leaving the church for the reception?*

The bride's car, in which are seated the bride and groom only, leaves first; next the cars filled with bridesmaids, third the parents of the bride, and fourth the parents of the groom, followed by the cars occupied by immediate families of both bride and groom, the clergyman, ushers, and other guests who are going to the reception. The calling of the cars should be intrusted to the sexton or his assistants.

21. *Are any special arrangements made for the clergyman to reach the reception?*

It is a very courteous thing for the bride's father to provide a car for the clergyman and his wife.

22. *What time should guests arrive at the church?*

As the organist usually plays a half hour before the ceremony guests may arrive any time during the half hour, and not later than five minutes before the hour set for the ceremony. All guests must be seated before the parents of the bride and groom arrive.

23. *What do guests wear at a noon or afternoon wedding?*

Exactly what is worn at a luncheon or afternoon reception. See Chapter XIV, "Dress for All Occasions."

24. *What do guests wear at an evening wedding?*

Evening dress; evening wraps but no hats for women; silk hats and glacé gloves for men. Tuxedos are not good form. See Chapter XIV, "Dress for All Occasions."

RECEPTION FOLLOWING CHURCH CEREMONY

25. *What are the last-minute preparations for the reception?*

If advance arrangements have been properly made at home, hotel, or club, a family servant or hotel attendant stands at the curb under the awning to open motor doors and give checks to chauffeurs and guests. The orchestra, stationed in an alcove, is ready to play as soon as members of the bridal party have taken their positions for the reception. Servants are posted in the dressing rooms and waiters in the dining room, so that the reception will proceed without delay.

26. *How is the bridal party grouped for the reception?*

A very good effect is secured if the bride and groom stand in the center of a crescent or semicircle formed by the bridesmaids, all against the background of palms and flowering plants. The bride stands on the groom's right, her maid or matron of honor on her right. The ushers and best man do not join the bridal party, but are often very helpful in escorting elderly and prominent women to the receiving line.

27. *What is the proper thing to say to bride and groom?*

Guests congratulate the groom and wish the bride much happiness. Nothing could be in worse taste than to congratulate a bride on having won a husband! The warmth of your greeting to bride and groom depends upon your acquaintance. If this acquaintance is very slight and there is a long queue of guests, you need only shake hands with the groom and murmur, "Congratulations"; shake hands

with the bride and say, "Best wishes"; then move on to make room for the next guest. The greeting increases in warmth with the degree of intimacy or relationship. A woman closely related may kiss both bride and groom, congratulate the groom on the charm of his bride, and, calling the bride by her first name, wish her the greatest happiness. A close friend or relative of the groom may kiss the bride, but promiscuous kissing on the part of guests is not considered good taste.

To most of these congratulations and good wishes the bride and groom say merely, "Thank you." The groom introduces relatives and friends to the bride, and the bride does the same for anyone who may not have met her husband. If there is time, the bride sometimes adds to her thanks a word of appreciation for the particular gift sent by a guest, even though she has already sent a note of acknowledgment. One safe rule to remember in passing a bridal party is this: do not pause to tell the bride and groom some incident of your own wedding day, and above all else, give them no advice.

While it is not necessary to say any farewells in leaving a wedding reception, the parents of both bride and groom will appreciate compliments paid to their children as you leave.

28. How do guests dispose of heavy wraps?

Heavy wraps are left in dressing rooms as at any other reception or tea. Women retain their hats and gloves for daytime receptions, and wear no hats to evening receptions.

29. How long does the bridal party remain in the receiving line?

When a sit-down breakfast or supper is served, the bridal party remains in position until the line of guests has thinned and practically everybody is in the dining room—usually about the time the second course is being served. Then, arm in arm, the bride and groom lead the way to the bridal table, followed by the maid of honor and the best man, bridesmaids and ushers in pairs. At the table the bride and groom sit next to each other. The bride is on the groom's right, the maid of honor on his left, while the best

man sits on the right of the bride. Bridesmaids and ushers are then seated alternately, completing the circle.

If it is a stand-up breakfast or supper, the bridal party stands until it is obvious that all of the guests have been received. Then the receiving line dissolves, the ushers usually escort the bridesmaids to the dining room, where they are served like any other guests, while the bride and groom may be served sitting down in a secluded corner or a small room. It is not good form for the bridal party to be served at a table, especially decorated, when the guests are standing around, plate and cup in hand.

30. *Where do the parents of the bride and groom stand during the reception?*

The bride's mother stands near the entrance of the room, and near her is her butler or an attendant furnished by the caterer, who asks each guest for his or her name, and repeats it aloud for the benefit of the hostess. She shakes hands with each guest, who will make some courteous remark about the beauty of the scene or the charm of the bride, and then move on to the bridal party. The bride's father may stand beside his wife or mingle with the guests as he would at a ball. The groom's mother may stand near the bride's mother or at the end of the line of the bridal party, where every guest may speak to her or at least shake hands with her. The groom's father ranks as a guest and, unless he stands with his wife, it is not necessary for the other guests to make a point of speaking to him. Other members of the bride's family have no responsibilities except to make themselves agreeable to guests, as they would at any reception or ball.

31. *What special courtesies should be shown to the clergyman?*

If the clergyman and his wife have not been invited to sit at the table with the parents of the bride and groom, some member of the family, the best man, an usher or a servant, is delegated to see that they are seated and served promptly.

32. *When do guests go to the dining room?*

As soon as they have passed the receiving line.

33. *If wedding gifts are displayed, when do guests see them?*

Usually after they have left the dining room.

34. *When do guests take their leave?*

At any time after they have greeted the bridal couple. As a rule, they remain for the breakfast or supper and dancing.

35. *When does dancing begin?*

Dancing for guests and bridal party commences immediately after the breakfast or supper is served. The bride and groom dance first together, then, as a rule, the groom dances once with each bridesmaid, and the bride with each usher.

36. *When do the bride and groom leave the reception?*

If they are leaving the city at once by train or steamship, they leave the reception in time to allow for changing for their journey. If they are leaving town by motor or going to a hotel, they often linger until most of the guests have gone and only a few intimates and relatives are left to see them off.

37. *When does the bride throw her bouquet to her bridesmaids?*

As she goes upstairs to change to her going-away dress. The bridesmaids gather at the foot of the stairs, and when she is halfway up she tosses her bouquet to the group. The fortunate girl who catches it is supposed to be the next bride. If there are no bridesmaids, the bouquet is tossed to the young girls present. In a city apartment, where there is no staircase, the girls follow the bride part way down the hall, and she tosses the bouquet high in the air as she turns at the door of her room.

38. *Who assists the bride in changing to street clothes?*

Always her mother and sisters; sometimes, if her room is large enough to accommodate them, the maid of honor and bridesmaids also. It is courteous to leave the bride alone with her mother for a few minutes before she leaves her home.

39. *When does the groom change his clothes?*

When the bride retires to change into her traveling clothes, the groom, usually accompanied by his best man, goes to the room set aside for him. There he finds the sack or business suit which was sent before the ceremony. At a noon or afternoon wedding he leaves behind him the boutonniere and dress clothes worn during the ceremony and reception, and changes to ordinary business or traveling clothes.

40. *What special good-bys should the bride and groom say?*

A considerate bride says good-by in her room to each member of her immediate family and to any aged relative who is especially fond of her. She will also send a bridesmaid or a member of her family to ask her husband's parents to come upstairs and say good-by both to her and to their son. This is very important because, when the bridal couple run the gantlet to their waiting motor, there is no chance for the groom to say farewell to his parents.

41. *Is it necessary for the bride and groom to pass the line of guests in leaving the house?*

It is not necessary, but it gives the guests much pleasure to have this last glimpse of the bridal couple. If for any reason, however, the bride prefers to leave her home quietly, they sometimes depart by a rear stairway, a side door, or through the garden. This secrecy is the result of over-indulgence in rice-throwing, confetti, and old shoes, which proclaim the couple "newlyweds." Within limits, the custom is harmless, but decorating the bride's motor with white satin bows, "Newly Wed" and "Just Married" pennants, is extremely inconsiderate, as well as bad form.

WHEN BOTH CEREMONY AND RECEPTION ARE AT HOME OR
IN A HOTEL

42. *When should groom and best man arrive at the home or hotel?*

At least a half hour before the ceremony, as quite frequently the clergyman desires a conference with bride and groom before the ceremony.

43. *When should the other members of the bridal party arrive?*

As the bridesmaids will want to give finishing touches to their toilettes, and the ushers will prove useful in the drawing room, they should arrive at least a half hour before the ceremony. The bridesmaids remain in a room especially reserved for their use. The best man attends the groom in the room assigned to him, and the ushers go to the drawing room.

44. *When the clergyman arrives, where is he conducted?*

Usually to the room reserved for the groom and best man. He must always be provided with a room in which to don his robe.

45. *What are the duties of the best man at a house wedding?*

Exactly the same as at a church wedding. He walks with the groom when groom and clergyman enter the drawing room. He carries the wedding ring and pays the minister his fee, and makes himself useful to his friend, the groom, in every possible way.

46. *Have ushers any special duties at a home wedding?*

Before the ceremony the ushers mingle with the guests and make sure that elderly women have seats. Just before the ceremony, the ushers mount the stairs, and come down two by two, heading the bridal procession. During the ceremony they stand behind the bridesmaids.

47. *How long before the ceremony should the family of the bride appear in the drawing room?*

The bride's mother stands at the door of the room in which the ceremony is to be performed as the guests arrive. Other members of the family who are not in the bridal party mingle with the guests before the ceremony, as do the parents and immediate family of the groom.

48. *When should guests arrive for a house wedding?*

From fifteen minutes to five minutes before the hour set for the ceremony. Usually an orchestra is playing during this time.

49. *Are guests seated for a house ceremony?*

Rarely. As a rule a few seats are provided for the elderly guests. Others stand about as they would at a reception, being careful to remain outside the ribbon aisle.

50. *Where do the families of the bridal couple stand during the ceremony?*

Near the altar; the bride's family on the left, facing the altar; the groom's on the right.

51. *Do they remain in their places after the ceremony?*

No, they mingle with the guests.

52. *How is the bridal party grouped after the ceremony?*

Precisely as in a reception following a church wedding.

Chapter XL

WEEK-END ENTERTAINING

I

For The Hostess

FOR this popular form of hospitality in country or suburban home the prerequisites for success are a congenial group of guests; ample accommodations to insure their comfort; a program of amusements sufficiently elastic to admit of changes to fit the mood of guests; a sincere desire on the part of the hostess to entertain and to share the pleasures of those to whom she is extending invitations.

1. *How should the invitations for a week-end party or any house party be given?*

Usually by writing an informal note; occasionally by telephone. Most young people prefer the latter method, but unless the guests are very well acquainted with the family, the mother of the young host or hostess supplements the telephone invitation by a note.

2. *How is an invitation to a week-end party phrased?*

Something like this:

Dear Mrs. Gray:

Won't you and Mr. Gray come out to the country with us for the next week-end—the twenty-sixth and twenty-seventh? The Canoe Club is having a regatta on Saturday evening, with dancing afterward, that we know you'll enjoy. I'm asking the Wylie Browns and the Eddie Smiths, so we'll be able to have two tables of bridge if the weather's too bad for golf. That five-thirty express, Illinois Central, is the best train—brings you here in plenty of time for dinner, and we'll

meet you at the station. Do come—we're counting on you.

Sincerely yours,

Mary Jane Curtis

3. *Should a definite time for the visit be mentioned in the invitation?*

If you ask guests for a week-end you should always state in your invitation whether they are expected on Friday afternoon or on Saturday just before or after luncheon—the usual time for arriving on a week-end; also the train Monday morning on which they are expected to leave. If they come in their own car, they will leave soon after breakfast on Monday morning.

4. *Is it necessary to mention the other expected guests and outline the amusements planned?*

A hint on recreation helps your guest decide what clothes will be needed.

Mentioning the names of other guests is especially tactful, for if there should be any reason, unknown to you, why any two persons on your list do not care to be thrown together, they now have a chance to decline and avoid embarrassment to themselves and their hostess.

5. *What are the first requisites of a successful house party?*

Every hostess who plans a house party, whether of short or long duration, should study carefully the tastes and inclinations of her guests. Do not invite the bishop with the latest divorcée. Do not invite people who adore bridge with those who hate it. Do not ask an athletic group to meet those who never do anything more strenuous than change their clothes. Do not invite a musical celebrity with people who know only jazz. Do not invite very old people with very young ones. Be sure there is some basis of congeniality among your guests, or you will have a miserable time yourself, knowing that everyone is bored. And never, never ask a greater number than you can make perfectly comfortable. Most guests do not want to be asked to "rough it," unless they are in a real mountain or shore camp.

6. *What housing arrangements should be made?*

Except in extreme emergencies, two guests are never asked to share one room, barring, of course, married couples. Even then, if you know that Mr. and Mrs. Smith have separate rooms at home, you should provide similar accommodations for them in your home. Occasionally two girls who are friends may share one room, but there must be two beds. People of means who entertain a great deal provide distinct "bachelors' quarters," and two or more men are put in one room. But the more usual arrangement calls for a number of single rooms, several shower baths, and a smoking room which is the bachelors' own, distinct from any living room or smoking room in the house, and safe from feminine intrusion. In large establishments a whole wing of the house is given over to bachelor friends, and the vogue for small "guest houses" is steadily increasing.

7. *If each bedroom does not have a private bath attached, how should bathing facilities be arranged?*

For the best possible convenience and comfort of your guests. If you have three baths, one private room for the master and mistress of the home, and two extra bathrooms, allot one of the extra baths to your men guests and one to the women. If you have only two bathrooms, and you put the comfort of your guests ahead of your own, which is true hospitality, you, as the hostess, will share your private bath with your women guests, and your husband will share the extra bath with the men. When bathrooms are used in common by men and women guests it is sure to be awkward and embarrassing, sometimes perfectly enraging. Of course, if you are entertaining a married couple only, the husband and wife can share your extra bathroom.

8. *How should bathrooms be prepared for guests?*

First, the room should be inspected before the arrival of each new party. Be sure that the plumbing and the lock or bolt on the door work properly. When two or more persons share the same bath, make provision for a convenient disposition of towels. In a converted farmhouse which boasts only two baths, but which is a popular rallying place for week-end guests, the hostess planned admirably for the

convenience of her visitors. Towel racks, screwed firmly to strips of molding, which are painted the same shade as the woodwork, extend along two walls of the room. Above each is tacked one of the small metal card racks or holders which you see on apartment-house doors and on the drawers of cabinets or files in offices, and which can be purchased at any hardware store. The hostess keeps on hand a number of cards, cut from bristol board, which slip into these racks or holders. Before her visitors arrive, she writes their names on these cards and slips one into each rack. As a result, each visitor knows which towels are for his use, and there is no confusion.

The ordinary conveniences for a guest bathroom include a washable rug on the floor, a bath mat, large bath towels, smaller hand towels, fresh soap for tub and soap for washstand, two clean washcloths, and in the bathroom closet a few little necessities and luxuries, such as a bottle of tooth wash or a small tube of paste, a tiny box of cold cream, bath crystals, talcum, listerine, a bottle of toilet water, one of those tooth brushes that come in a sealed case, and a piece of pumice. Guests may forget to bring articles of this sort.

Other conveniences for the bathroom are a hook for the man's shaving strop, a mirror with a good light for him to shave by, a soft flannel cloth to take an unexpected smear off the shoes, and a hot-water bag in a knitted or flannel cover.

9. *How should the guest room be fitted?*

The first and chief requirement is a comfortable bed, with one hard, one soft, and one small "tuck-in" pillow, and an abundance of covering, including a down or woollen coverlet. Be sure the springs of the bed do not squeak and that the mattress is thick and soft.

A bureau with drawers empty, but lined with fresh white paper, or pads of flowered cotton stuff, washable and unscented, is the next requirement. It should have a good light above it, and the top should not be covered with toilet articles. A dainty box containing sewing materials, a button hook, a hand mirror, a whisk broom or clothes brush, a supply of all sorts of pins, including safety pins, and two

glass boxes with covers, one containing fresh powder, and the other scraps of cotton to be used as powder puffs, are sufficient, and the small articles should be placed in the top drawer on a tray.

On the bedside table place a good reading light, also a candle and box of matches in case the electric current should fail, as it often does in country houses. A few books—light essays, short stories, poetry, chosen to suit the guest's tastes—should be at hand also, perhaps a new magazine or two—but they must be new and not back numbers.

On the writing table let there be a really adequate writing light, plenty of paper, some post cards and telegraph blanks, a calendar, a sharp pencil, a writing pad, and a few stamps for emergency use. If mail is collected for guests, a little card mentioning the hours should be in plain sight. This table holds another thing which should be in all guest rooms—but is almost never found there—namely, a clock which keeps good time. Twine and wrapping paper should be in the writing-table drawer.

A sofa or couch long enough to lie on at full length, with soft pillows and a light cover, is a great comfort in the guest room, but is too seldom found there. If the room is too small for a couch, put in a big easy chair, with a footstool, where a weary or headachy guest can snatch a few minutes of needed rest without taking the covers from the bed—a thing which the average guest hesitates to do.

In the closet hang plenty of dress and coat hangers, and for men guests add trousers hangers. A fly-killer, to swat an obtrusive moth or mosquito, should hang here, and if the nights are cold, an extra blanket on the closet shelf where it cannot escape observation will be a real boon. Several hat stands will be appreciated by women guests.

A suitcase-stand and a good waste basket are needed. A thermos pitcher of ice water and a glass should be placed on the bedside table when the room is prepared for the night. Sometimes a little covered tray with crackers, fruit, and a light beverage is added for the guests accustomed to a midnight lunch or for those who have returned after a late party.

Be sure that the window shades and shutters work easily,

for some people cannot sleep in an undarkened room. Of course, window curtains and all covers and linen will be freshly laundered. A vase of flowers strikes a welcoming note.

See that the doors lock easily, too, as many people hesitate to sleep with an unlocked door. If you can plan your guest rooms from the beginning, you will, of course, have the light switches beside the door where everyone is accustomed to finding them, and there should be an electric bell at the head of the bed.

10. What service should be offered to the woman guest?

If she brings a maid of her own no offer of personal service is necessary. If the guest comes without a maid the hostess's maid, or, if she has none, the second girl or housemaid, unpacks the guest's clothes, lays out her toilet articles, hangs up her gowns, and, if necessary, presses them without special instructions. When the guest is dressing for dinner, the maid returns, taps at the door, and asks if she can hook up the guest's dress or render any other help.

11. What service is offered to a man guest?

If the host has a valet, he cares for the clothes of men guests. If there is neither valet nor houseman, the maid unpacks the luggage of the men, hangs up their suits, and sees that they are pressed if necessary. Walking and golf shoes are cleaned by the servant accustomed to such duty, and promptly returned to the guest room. In some houses it is usual to put one's shoes outside the door at night, if they are to be polished, but in other houses the maid or houseman or valet looks out for this without any such reminder.

12. Should guests be met at the train, and by whom?

The host or hostess, a son or daughter of the house, must go to the station. If other guests are arriving by motor, the host or hostess, preferably the latter, must stay at home to greet them, unless they are young people and distinctly the guests of the younger members of the family, in which case the duty of meeting them will devolve on one of the daughters.

13. Should guests be taken to their rooms immediately on reaching the house?

After greetings have been exchanged, guests are asked if they will go to their rooms. The host takes their luggage keys and gives them to the servant who is to attend to unpacking them.

If the guests choose to go upstairs they must be told whether tea or luncheon is to be served, or what special recreations are planned for the afternoon. If they remain downstairs they are introduced to guests they may not know and the keynote of hospitality and real cordiality is struck.



Tea is Served to Guests Arriving for a Week-end Visit

14. How should guests be informed of the dinner hour?

The hostess mentions it long enough ahead to give everyone time to dress. The guests then go to their rooms and dress, and should appear at the hour named in the living room, punctuality being a virtue appreciated by every hostess.

15. *Should breakfast be served in the guests' rooms or downstairs in the dining room?*

At bedtime on the first evening, the hostess mentions the breakfast hour, and asks those who want trays in their rooms to ring. Usually the women breakfast from a tray. The men, intent on golf, fishing, or other sports, come downstairs to breakfast.

16. *How is breakfast served on a tray?*

The conventional breakfast tray can be bought in any good house-furnishing or gift shop. It should have a fresh tray cloth of white linen, as simple or as elaborate as you wish, and a breakfast-size napkin. Coffee, fruit, hot rolls, toast, or muffins, bacon and eggs, and marmalade, are the usual breakfast, occasionally with the addition of cereal. Breakfast should be dainty rather than heavy; one egg and two small slices of bacon, two rolls, a little pot of marmalade, make a tempting repast.

17. *Should the same breakfast be served downstairs for the men?*

Breakfast for the men will be about the same, with perhaps chops, or sausages and griddle cakes, added, since they are to have a morning of exercise.

18. *Should definite plans be made for the entire visit, or should the guests be allowed to decide for themselves what they wish to do?*

It is usually well to have a program of amusement mapped out, but avoid making this too strenuous. Also, keep it so elastic that if any guest is not equal to the gayety she can drop out without disturbing the plans of others. It is rather fatiguing to take a house party on schedule time, as it were, and be rushed from one affair to another without opportunity for real rest and recreation. On the other hand, a hostess who fills her house with guests and lets them drift about aimlessly, with nothing in particular to do, is really a worse failure than the too-eager hostess.

A happy medium is for the hostess to have a more or less full program of entertainment mapped out and offer it as

suggestions to her guests. "Wouldn't you all like to meet the men of the party after golf and have luncheon at the Country Club?" "Shall we motor over and see the wonderful rose gardens at Next-Town?" "Who wants to take a dip this morning—the bathing hour is noon?" "Shall we go to the tennis matches this afternoon?" "Or the horse show?" "Or the airplane meet?"

On Saturday some of the neighbors will be invited to dinner, and perhaps on a warm Sunday there will be a picnic supper at some picturesque spot near by. Many people loathe picnics, however, and they are a dubious form of entertainment unless you are certain they will be enjoyed.

The piano and phonograph should be accessible for those who want to make music; card tables and cards should always be at hand also. If there is a tennis court, have it put in good order and the net strung up early in the morning. If you have a billiard table, don't leave it covered, as one host I know does, but have it ready for use.

The hostess who keeps her guests hurrying from one thing to another breathlessly will weary them, as well as herself. The sensible hostess provides means and modes of entertainment at a leisurely pace, and if she can introduce an element of the unexpected, so much more certain is she of making her party a success.

19. *What little attentions should be offered guests upon their departure?*

When the guests are ready to leave, motors or cabs will be in readiness to take them to the station, their luggage will be packed and brought down, and in every way departure will be made easy. In simple homes where the guest packs his or her own bags the host himself will carry them down.

20. *If trouble with the servants should unfortunately develop, should the guest be kept in ignorance of the fact?*

No matter what sort of trouble a hostess may be having with her servants or in any other way, it must be concealed or minimized, unless it is really an overwhelming calamity, in which case the only thing to do is to inform her guests

and let them leave as quickly and tactfully as possible. But no one ought to entertain if she cannot do so smoothly and with apparent ease.

21. What shall the hostess do when uninvited guests arrive?

The growing custom of visiting without an invitation is in the worst possible taste. Persons of the "social grafter" type start off on motor tours with their route so planned that meal times and nightfall will find them at the house of some friend or acquaintance. They drive up, unheralded and unannounced, and gayly tell their victims: "Here we are. We thought we'd stop in and ask you to give us some luncheon," or, "We're counting on stopping the night with you." Unless the host and hostess thus chosen are people of real character and firmness they permit themselves to be swindled thus in the name of hospitality.

To protect yourself from this form of inconvenience and annoyance, meet your self-appointed guests smilingly, but with determination: "Awfully sorry, but we're going out for luncheon," or, "Too bad. We've not a vacant room in the house." Even though the house is plainly empty, do not hesitate, for intruders of this sort are not guests in the true sense of the word.

II

For the Guest

22. Should an invitation be replied to immediately, and a definite answer given?

The guest must reply at once to any invitation, and accept or reject definitely. People who write that they are "coming if they can possibly arrange it" are rude and inconsiderate. Only between intimate friends, and when it is known that their coming or not coming will make no difference in the arrangements of their hosts, is this indecision permissible.

23. Is it necessary to take the train mentioned in the invitation from the hostess?

Always go by the appointed train, unless you are prevented by a wholly unforeseen accident. In that case, you

must at once telephone or telegraph your hostess what has happened, and say when you will arrive.

24. *Is it in good taste to take the hostess a gift, and, if so, what should it be?*

It is customary for the guest to bring a gift, not valuable, but showing care in selection, to the hostess. One or two of the very latest books, or a box of some special candies, are the usual offerings. If there are children in the family, be sure the candies include some simple chocolates in droll shapes, or a selection of the popular barley sugar sticks, so that the younger members of the family may share the treat.

If the hostess has a hobby of any kind the gift may cater to that. For instance, a few fine bulbs or an exceptional plant will please the garden lover. The new small decorative baskets of bonbons, tiny pots of jams, and conserved and fresh fruits make a good "guest gift" also. A new record or two, or a well-selected song, will be liked by the musical family; or, if the hostess is an intimate friend with a flair for antiques, a bit of old glass or china might be chosen, though these lie somewhat outside of the conventional line.

25. *What are the special little courtesies which a guest should pay the hostess?*

If you are punctual for meals and all engagements, you will be loved by your hostess. It is bad manners to the superlative degree to keep the car waiting if a drive or visit is to be made, and if you are constantly late to meals you will find yourself without a second invitation—and very rightly so.

Give the appearance of enjoying yourself and contribute your share to the pleasure of others. Whatever entertainment is proposed, join in it as far as you can, even though it may not be your idea of pleasure. Don't sit about silent and dull, but join in the general chatter even though it is an effort to do so. Be courteous to the servants and considerate of them, and don't demand any more service than you absolutely must have.

It should not be necessary to say anything about consideration for other people's houses, when you are in them, or for their belongings, but there is an occasional guest who will leave wet glasses on polished tables, who will take the hostess's best towels for wiping off rouge and for polishing shoes, who will burn holes in the sheets by smoking in bed, who will take the host's tennis racket or golf sticks and use them roughly, or who will borrow her hostess's motor coats and scarfs and rip or soil them—all without apology or any apparent understanding of the offense given. Such discourtesy is inexcusable.

Moreover, a well-bred guest will start no unpleasant argument with the other visitors and will avoid anything like an expression of prejudice. House parties, otherwise running with delightful smoothness, have been rent asunder by political and religious arguments which should never have been started. The hostess cannot always stop or change an argument of this sort, though she will attempt to do so at once if she sees that feeling is likely to be aroused.

Children should be kept out of the way as much as possible during an adult house party. The hostess who permits her youngsters to be constantly in evidence, absorbing the conversation, filling up the motor, having to be considered at all times and in all ways, bores her guests to tears. But, on the other hand, guests who ignore or neglect too pointedly the children in the household are sure to anger their hostess. In this, as in all other matters, the guest must be unselfish and considerate and should be agreeable to the children, no matter what his private opinion of them may be.

26. *If domestic difficulties arise, should a guest offer assistance, or is it more tactful to leave at once?*

The considerate guest will lend a helping hand, make the salad or dessert, take care of her own room, set the table, or do anything she can to assist her hostess. A man guest can, in a pinch, wipe the dishes, and he can also keep his clothes hung up and his bathroom in order. But if the

strain is palpably telling on the hostess the tactful guest will cut his visit short and go home.

27. When shall a guest leave?

You should go at exactly the time named in the invitation you received. Your room may be wanted for other guests or your hostess may be leaving home. A visit is never extended without a special invitation, backed by a very good reason. If the guest who comes promptly is welcome, the guest who goes promptly will be welcome again. If you so far forget good customs as to suggest that you would like to prolong your stay, you will probably be treated as you deserve. Your hostess will be fully justified in telling you that she is very sorry, but that she cannot keep you on, no matter how much she would like to do it. The refusal may be dressed up in gracious words, but it will be none the less firm.

28. What are the proper tips to give on leaving?

A woman guest gives two dollars to the maid who waited on her, a dollar to the maid or man who brought her breakfast, and one dollar to the chauffeur—two dollars if she has used the car very much.

A man guest gives two dollars to the maid or man who has attended him, one dollar to any other servant who has served him, and two dollars to the chauffeur.

In a very large and elaborate house, tips a little larger than these are usual, but five dollars is the maximum unless the service has been exceptional and invaluable, occasioned by illness or accident.

If you are staying in a simpler home, with one, two, or at the most three servants, it is well to give each of them a dollar, or if you have needed a good bit of extra service, two dollars to the one who has supplied it. If you are an old friend of the family and know the servants well, sometimes a gift is more agreeable than money, a brooch, or a pretty scarf to the cook, a pair of silk stockings to the second girl. But be sure the gift will be welcome, for most of them prefer—and rightly—money, since with it they can buy whatever they need or want.

29. *How soon should a "bread-and-butter letter" be written?*

Promptly after the guest reaches home. Too many people—young men and women especially—postpone this little courtesy until it has lost all its point. Write at once, a short but gracious note, telling of your enjoyment of the visit, mentioning any feature of it which appealed to you particularly. If you found it inconvenient to take your hostess a gift when you went, send her something after you return—perhaps a book you heard her say she wanted to read, or some delicacy she has been unable to obtain. Or the gift might take the form of some little thing for her house, a flower bowl for some special table, or a decorative box for safety matches. A woman guest may send a small piece of linen. Such a gift, of course, must be a very slight one, so that there may be no inference of paying for your entertainment, but it should express thoughtfulness and taste. Above all things, it should not express too obviously an attempt to supply something lacking in the house of your hostess. Such a gift implies criticism, and criticism we must leave at home when we go visiting.

This last fact cannot be stressed too much. If you have had a dull time, if the children have been a constant annoyance, if the other guests were tiresome, if the food was poor, the bed hard, and your host and hostess thoughtless to the point of discomfort, you need never go there again, but *you must not talk about them*.

The same, reversed, applies to the hostess. If the guest has been exacting, careless, untidy, unpunctual, and inclined to aggressive argument, unwilling to join in any of the plans made for entertainment, don't ask that guest again, but *don't talk about him or her*.

The one great and perfect law of hospitality is the Golden Rule, and no hostess or guest who uses it can go far wrong.

Chapter XLI

THE WELL-APPOINTED HOUSE

THE ideal house or apartment expresses convenience and comfort in its equipment, and the personality and charm of its owners in its decorations and fitting. A good decorator always tries to make a home the proper setting for its owner, though sometimes the latter will insist on living in a mediæval Italian palace, a Spanish castle, or a French château, instead of the simple and dignified Colonial house which is typical of his forthright personality.

To make a home livable, comfortable, and attractive is a fine achievement, as creditable as to be able to play well a Beethoven sonata. In such a home living becomes a fine art. Leaving matters of personal taste for each reader to decide, we will briefly consider certain features of a well-appointed house, room by room.

1. How should a kitchen be arranged?

In size it should be not too large, yet not so small as to be cramped and jammed. There should be good light, both from windows and from lighting fixtures, for stove, work table, sink, ice box, and supply cupboards. Sink and stove should not be too high for comfort while working. Cupboards should be so placed that contents can be reached easily. Walls should be light in color and not hard to keep clean. Floor should be scrubbable, but not hard to walk on and stand on. Servants' china, glass, and table linen are kept in the kitchen unless there is a special servants' dining room with cupboards. Equipment should be ample for family and servants, but not extravagant. These general rules can be applied to any kitchen, anywhere, but must be worked out by the individual for the needs of each family.

2. How should a pantry be arranged?

The pantry should follow the requirements for the kitchen in wall covering, floors, and light. In large houses, a small extra ice box for the butler or waitress to keep salad, butter, drinking water, and cream in the pantry, is a good feature. Cupboards containing the family china and glass should be conveniently placed. Family table linen is kept either in special linen drawers in the pantry, or in the dining-room closet. Drawers for waitress's aprons and silver-cleaning outfit should be in pantry, and sometimes flower vases and trays are kept there also, if there is sufficient space.

3. How should a dining room be arranged?

With a table which leaves space for the waitress to pass round it easily when serving, and with sideboard, serving table, and chairs in proportion to the size of the room. Very large rooms lend themselves to massive furniture, but small rooms are far more smart with small furniture. A screen should be placed before the door to the pantry. Don't crowd the dining room with odd pieces of furniture that have no use there. Better send them to the auction room. Light the dining room softly, not garishly, with side fixtures and candles. The large dome light of colored glass is out of style, though an occasional center light, inverted and made of silk, is sometimes seen. This is not as smart as candles, but its convenience justifies its use for the no-maid or one-maid house.

4. What table furnishings are necessary for a well-run house?

The amount varies widely according to the size of the house, the size of the family, the amount of entertaining done, and the interest of the mistress in fine linen, glass, and china. A minimum of china would be plates in three sizes, soup plates, breakfast coffee cups, after-dinner coffee cups, three meat dishes, three vegetable dishes, sugar bowl, cream pitcher, cereal saucers, sauce boat, salad bowl, teapot, coffee pot. As a minimum of glass—dessert dishes, dessert bowl,

drinking glasses in two sizes, pitcher, and finger bowls. For flat silver—table knives, table forks, teaspoons, soup spoons, tablespoons, butter spreaders, dessert knives, dessert forks, dessert spoons and salad forks, and a few large special serving pieces. Oyster forks, bouillon spoons, and after-dinner coffee spoons might be added. Silver, glass, or china salts and peppers are needed. Four candlesticks of china, silver, or glass, and odd pieces, such as mayonnaise bowl, dishes for salted nuts, *compotiers* for fruit and bonbons, cake plates and an hors d'œuvre dish can be added from time to time, singly, as needed.

As for linen, since the vogue of the doily with runner or square has become so great, tablecloths of fine damask which used to be every housekeeper's pride and joy are not so much used. However, they are still the best form for dinner, and four for family use and a finer plain one with monogram for company dinners represent a minimum number. For breakfast and luncheon, the large place doily, ten by fifteen inches, with a square or runner for the center of the table, reigns supreme, and there may be as many sets or as few as the housekeeper needs. The cream linen sets, simply hemstitched, either with or without monogram, are very good style and give satisfactory wear. Colored linens and colored embroidered sets are also used, but too often they are ruined by unskillful washing. Beautiful lace and cutwork sets are suitable for company luncheons. The napkins for breakfast and luncheon are small, measuring from sixteen to eighteen inches square. They may be of linen to match the doily set, with or without monogram, according to wish or purse. Dinner napkins are of damask linen, and the company set is monogrammed. Do not get them so large that they resemble a baby tablecloth and bulk heavily in the lap. Twenty-six to thirty inches square is correct.

5. *How should a breakfast room be furnished?*

With simple painted furniture, small chairs and table, growing plants or ferns, yellow curtains to simulate sunshine when there is none, gay rug—everything calculated to cheer the participants of the dullest meal of the day. A

small serving table painted to harmonize with the other furniture is a convenience. Have plenty of electric outlets if cooking is done at table with electric equipment.

6. *Is a drawing room necessary, and preferable to a living room?*

Only in large houses, where there is also a reception room, a library, and a morning room, is a formal drawing room necessary. The morning room is then the general living room. For the average American family of moderate means, a living room with a fireplace is preferable to the drawing room or parlor, which is used only on state occasions.

7. *How should a drawing room be furnished?*

With beautiful rugs and formal, stately furniture, cabinets filled with rare pieces of china, choice *bibelots*, paneled walls, mirrors, impersonal pictures or family portraits—but no photographs—a grand piano, small and lovely *objets d'art* on small tables. Distinctly a room for formal entertaining, nothing personal, nothing intimate.

8. *How should a reception room be furnished?*

This is a smaller room than the drawing room, also quite impersonal in its furnishings. A few chairs, usually a handsome desk or desk table, a cabinet containing some special collection, with a few fine pictures. This is merely a sort of glorified waiting room where those who come on business may be interviewed.

9. *How should a living room be furnished?*

With big sofas, good reading lamps, piano, phonograph or radio, comfortable chairs—be sure they *are* comfortable—bookcases, writing desk, magazine table, tea table, smoking accessories, everything to make it a place of rest and ease and real living. It should be well lighted and, if possible, have a fireplace.

10. *How should a library be furnished?*

With bookshelves, big desk for writing, a sofa and easy chairs for reading, family portraits on the walls. Be sure

that the lighting is such that titles of books can be easily seen both in daylight and by artificial light. The library should be in a quiet location, a little out of the current of the household's life.

11. How should a bedroom be furnished?

Primarily, and most important of all, with a really comfortable bed, long enough for a tall person, and placed so that the morning light does not strike the eyes directly. Dresser, highboy, dressing table, chiffonier, as individual needs demand. A couch or sofa or *chaise-longue* for daytime resting. A good light for the dressing table. A reading light by the bed and a stand for books, clock, etc. Dark blinds so that early light may not annoy late sleepers. Screens in summer. A ventilator for the window at night in cold weather. A clock that keeps time. A desk—if this is a guest room—with paper, ink, pens that really write, blotters, stamps, and a calendar. Personal photographs and the little individual things that have neither beauty nor interest beyond old association find their proper place in the bedroom—but not in the guest room. A little bookcase for favorite books is often placed in a bedroom. For particular fittings for a guest room see Chapter XL, “Week-end Entertaining.”

12. How should a bathroom be furnished?

For the bathroom the individual requirements of the person using it must be consulted, but shelves, medicine cupboard, soap holder for tub and another for hand basin, tooth-brush holder, and towel bars are bare necessities. In a guest bathroom add individual tubes of tooth paste, soap, washcloth, bath crystals, cold cream, powder, lotion and soap for shaving, bottle of peroxide, soft cloth for cleaning shoes. In some bathrooms heated bars for bath towels add a pleasant luxury.

13. How should a sun parlor or veranda be furnished?

With comfortable chairs and tables of a sort to withstand sun and an occasional dash of rain. Chairs will have removable cushions of sunfast materials. Tables will have squares or runners of the same material as the chair cush-

ions. A rack or case for papers, books, and magazines, big pottery jars and vases for flowers or plants, reading lamp in wicker or simple pottery or wrought iron, folding game table, and curtains or awnings so that any inconvenient glare may be excluded. A fireplace in a sun room or on an inclosed veranda is admirable for chilly days. A wall or small central fountain adds much charm. Tiled floors in quiet colors are effective and easy to keep clean, but need rag matting or jute rugs for comfort. Floor cushions, a settee, and a bench provide extra seats.

14. How should a billiard room be furnished?

A billiard room must have a perfectly level floor, plenty of space around the table, and low-hanging lights over it. There are usually no seats save rather high built-in benches running along each side of the room, so that spectators can sit there, watch the game, and be out of the way. Racks for cues, a long table against the wall at one end for coats—since most men like to play in their shirt sleeves—plenty of ash trays and matches. A fireplace at the far end of the room is a most agreeable feature.

15. How should small separate guest houses be furnished?

This comparatively new feature for country homes is rapidly gaining favor. Separate guest houses—usually for the bachelors or unattached men in the house party—are built in any fashion to conform with the architecture of the house itself, and connected with it by telephone. These houses contain one sitting room and as many separate bedrooms and baths as space will permit. The sitting room is furnished like any informal sitting room, with fireplace, big sofa, easy chairs, bookcases, tables for lights and smoking things. The bedrooms are furnished exactly as any guest room. Servants' quarters are not usual in guest houses; but sometimes a small ell or garret room for a reliable houseman is provided, insuring attendance at all times. There is no dining room, for the guests take their meals at the "big house."

16. How should servants' rooms be arranged?

See Chapter XXVIII, "Servants."

Some DON'TS on House Equipment and Furnishing

- DON'T forget that fresh flowers, attractively arranged, make the supreme decoration, outranking in charm the most beautiful and rare bric-à-brac. Vases and bowls of flowers may be placed in any of the rooms of the house, and a little bouquet on the guest-room dresser or stand provides a delightful touch of welcome.
- DON'T use any silver except flat silver if you cannot keep it clean. Tarnished candlesticks and tea sets, trays, pitchers, and urns are disgusting. Pieces of silver, brass, and copper which do not hold food and do not therefore have to be washed, can be lacquered at any good silversmiths, preserving the polish for many months. If you do not want to do this, use china or glass candlesticks, tea sets, and pitchers, and put your silver away.
- DON'T put coarse, common lace curtains at your windows. Smart nets, dotted swisses and marquisesettes, gauzes, thin silks, and organdies, cost no more and look infinitely better. Very fine lace curtains are appropriate only in very fine houses.
- DON'T fail to have your house adequately heated and ventilated and so arranged that cooking odors do not penetrate to the living rooms. A warm house, shabby and battered though the furniture may be, is far more pleasant than a cold one done in exquisite splendor. Heat, fresh air, light, and hot water are four requisites of a pleasant home.
- DON'T neglect to sit in all of the chairs in your house once a year at least to find out how many of them are actually comfortable. The comfort of a chair depends largely on the depth of the seat, the height of the seat from the floor, and whether it comes out well under the knees, much more than the shape of the back, as so many people suppose. If your chairs do not harmonize in color and you cannot buy new ones, slip covers with pleated ruchings or ruffles cost little and are smart. If reupholstering is out of the question, slippery leather seats of dining-room

chairs may be made comfortable by using fitted covers in heavy cretonne or other suitable material.

DON'T use so many draperies that your house looks stuffy, dark, and fussy. The old-fashioned "cozy corner," the lambrequin, the "throw," the "drape," have all been banished to the limbo of forgotten things. Better a little bareness than too much truck.

DON'T hesitate to discard or eliminate what does not suit your house. If people insist on giving you things that do not suit it, either send the objects to a rummage sale or put them where they can be brought out only when the giver is calling or visiting. And in this connection—don't give anyone anything for the house unless you are perfectly certain it is exactly what is wanted.

DON'T ever have anything in your house that is too good to use and to enjoy.

Chapter XLII

CORRESPONDENCE

GOOD breeding and social experience are stamped on a letter as clearly as the monogram on the paper.

The woman who uses purple ink on green paper and the girl who has a bizarre and mysterious device stamped on the corner of her notepaper may be strongly individual, but their choice of stationery is an offense against good taste.

Writing paper, like dress, should be unostentatious, conservative, and elegant. There is no excuse for using the wrong sort of letter paper, because, when in doubt, you can write to nationally known stationers and secure dependable information on correct styles for both personal and business stationery.

The appearance of a letter is important and this includes the spacing and the margin, the address and the signature, the adapting of the handwriting to the size of the paper. A brief note, written close to the top of the sheet rather than in the center; a tiny sheet of notepaper completely covered with huge, sprawling words, and an ungracious signature all betray the ignorance of the writer.

In spite of typewriters, telephones, and a motor at every door, persons of standing still write certain communications by hand, and girls or men who fail to indite these notes of courtesy are trifling with their social future.

For convenience, the first part of this chapter will be devoted to social correspondence; the second part to business letters.

Social Correspondence

1. What is the correct style in letter paper?

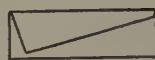
Weight. Neither too heavy nor too light, a happy medium between the quality used for engraved wedding invitations and the tissue-thinness of paper used for foreign correspondence.

Texture. The finish may be a smooth glaze, or a rough, unglazed surface not unlike linen or parchment.

Color. White, cream, pale gray, or granite. Neutral tones are used, but vivid blue, pink, yellow, and green are not good form. For young girls and for general family use in country homes, a light-weight white paper, the envelopes lined with a color, is much used. If a young girl has white paper, the envelopes will be lined with her favorite color, and she is permitted even stronger contrast, such as French-gray paper with a rose lining, pale yellow paper lined with brown or royal blue. A fashion for country-house paper which may pass quickly combines the colors used in painting the exterior of the house. A house painted white with green trimming calls for white paper, the envelopes lined with green; for a cream and red house, cream paper, envelopes lined with red. Fastidious men and women use unobtrusive colors, and, once having chosen a color and texture, rarely change it, thus lending their individuality or personality to their writing paper.

Size. The size of writing paper is determined by the use to which it will be put. For letters a conservative style is a sheet $10\frac{3}{4}$ inches by $7\frac{1}{4}$ inches, folded once to give four pages $7\frac{1}{4}$ deep and nearly $5\frac{1}{2}$ wide, which folds once for an almost square envelope. This size is used by both men and women, though some men prefer a single sheet, 10 or 11 inches deep and $6\frac{1}{2}$ or 7 inches wide, which folds twice for an oblong envelope. Another size liked by women who write a large hand is 6 inches wide by 8 inches deep, which folds once in an oblong envelope. A proper size for notepaper is 5 inches wide by 7 inches deep, folding once for an almost square envelope. Correspondence cards are $5\frac{1}{2}$ by 4 inches, with envelopes the same size. For writing and acknowledging formal invitations, the correct card is a trifle heavier and larger than correspondence cards. See Chapter XIII, "Invitations and Replies." Men rarely use notepaper, preferring correspondence cards to the rather feminine proportions of notepaper.

Envelopes. Like sheets of writing paper, envelopes should be conservative, with conservative flaps.

*Good Taste**Good Taste**Good Taste**Bad Taste**Bad Taste*

2. *What is family or house stationery?*

Letter paper which can be used by any member of the family and by house guests. It expresses the family or house rather than individual persons. It comes in the same size required for individual use. In plain letters at the top of the first page the address and possibly the telephone number are stamped, thus:

356 LAKE SHORE DRIVE
TELEPHONE—LAKE 0123

For country places, the paper is fitted to the size and style of the house. For a country estate with a large house, the paper should be conservative, plain and dignified, in white, cream, gray, gray-blue, or granite. The name of the place is engraved on the first page of the letter paper, in the center or on the right or left, as preferred. To this may be added the name of the railway station, the telegraph and telephone address, with significant devices, thus:

EAGLE CREST



NORWICH CENTER, MAINE



EDDYVILLE, NEW HAMPSHIRE



NORWICH, ONE-FOUR-SIX

An envelope added to either of the above devices indicates the post-office address.

For the small and less formal country house, the envelopes may have gay lining, and on the notepaper may be stamped some quaint device which corresponds to the title of an estate. "Orchard House" may have white paper with

a delicate pink border and pink lining for its envelopes, stamped with a tiny house under a blossom-laden tree, or red border and red apples on the tree. "Wistaria House" would have white or French-gray paper, bordered with wistaria color, and for its device a gable window or pergola overhung with wistaria. Here is an opportunity for owners to use their imagination. A clever idea devised by an artist gives a wee map of roads leading to the owner's home, the latter reproduced in miniature.

For all special country-house stationery, paper of small size should be used, and the designs themselves must be tiny, no larger than the end of your little finger.

3. *What devices may be used on personal letter paper?*

Crests can be used only by the male members of a family, and must be inherited from European ancestors. Any American woman who has a crouching stag or a rampant lion or the plumes of British royalty stamped on her stationery because it "looks stylish," or because she thinks it expresses her personality, simply makes herself ridiculous. Monograms, initials, or addresses are used on personal stationery. There is one exception to this. A crest in modified form known as a lozenge may be used by a widow or spinster ◇. This may be stamped or engraved in another color, but as this book goes to press there is a decided tendency toward severe embossing in the same tone as the paper. Good combinations for stamping are gray on white; white on gray; black, Yale blue and silver on white; black or dark gray on granite. Vivid color combinations are considered bad form. The size of lettering is determined by the size of the letter paper.

4. *Are return notices or the address of the writer stamped or embossed on the flap of envelopes?*

For business stationery, yes, but not for social correspondence.

5. *Does a woman of leisure ever use business stationery?*

Yes. A woman of social position often has business as well as personal stationery. On her business stationery is engraved or embossed her full name and address, thus:

MRS. JOHN HENRY STEVENS

1999 FIFTH AVENUE

NEW YORK CITY

TELEPHONE: RHINELANDER 0099

She uses this stationery when she writes letters of recommendation for servants, places orders, and communicates with her attorneys, bankers, investment brokers, and men who handle her business and financial affairs. If she has a secretary, such letters are dictated and typewritten.

6. What sort of letter paper should be supplied for the use of children?

Plain notepaper in small size and of neutral color, with the child's initials stamped in square, block type.

7. What is the correct border for mourning paper?

For deep mourning, a dead-white paper is used, and the black border varies from $3/8$ to $7/16$ of an inch. The border is narrower when a woman dons second mourning and disappears entirely when she returns to colors. A person who does not wear mourning should not use black-bordered letter paper.

8. Is ruled paper used?

No. If you have trouble writing in a straight line you can buy sheets of paper heavily ruled in black which will fit under your notepaper and envelopes. These are called guides and can be ordered from any stationer.

9. Is perfumed letter paper in good taste?

No. Many fastidious women, however, keep orris-root not only in bureau drawers, but in the compartments of their desks. This delicate odor clings to paper as to wearing apparel and is both permissible and smart.

10. Should ink of any color other than black be used?

Black ink is correct with paper of any tone and is preferred by conservative people. Women who use letter paper of pale lavender, violet, or gray often select purple ink, but no person of good taste uses vivid red or green ink.

11. Is sealing wax used?

Yes, by persons who fancy it and who can give time to sealing letters in this way, but it is not a mark of exclusiveness. It must be done carefully, or the result will be mussy and unattractive. A wax in plain color is preferred to one mottled with metal. The color may match the lining of the envelope.

12. Should the pages of a letter be numbered?

No. In long letters pages should be written consecutively. When there might be doubt as to the sequence of pages, some letter-writers repeat the last word on the page at the top of the next one to be read, which has the same effect as numbering.

13. What is the proper sequence of pages?

For notes, when the paper is heavy or the envelopes are lined, the writing is done on the first and fourth pages only. If the paper is thin and the writing might be read through the envelope, it is better taste to write on the first and third pages, leaving the last page blank.

For longer letters, the simplest method and the one which is universally used is to write pages in consecutive order, one, two, three, and four. Letter-writers who think this rather dull and commonplace write straight across on pages one and four, then open to pages two and three, swing the sheet around, and write sidewise, using the two inside pages as one. Either style is correct.

14. When may a letter be typewritten?

Business letters only may be typewritten, and then on business stationery. All personal and social letters should be written by hand. Women, as well as men, engaged in business or professional life must have personal letter paper for all social uses, and, if they cannot spare time to write such notes and letters at home, they will keep a supply of notepaper and correspondence cards at their offices.

15. What rules govern spacing, paragraphing, and margins for social notes and letters?

Lines and words should have sufficient space between them to make the letter easily read, yet they should not be

so far apart as to give a sprawling, ragged appearance to the letter. Short paragraphs make a letter look well, and a new paragraph may be started whenever there is a break in thought or idea. Each new paragraph must start directly under the first word of the preceding paragraph. If the first paragraph starts an inch and a half from the edge of the paper, each successive paragraph must start at the same distance from the edge.

The margin is determined by the size of the paper. It should be uniform and clearly defined, yet not so wide as to make the writing seem lost in the center of the page. The half-inch margin is good for ordinary letter paper. When a brief note is written, the half-inch margin should be observed on either side of the sheet, but a deeper margin may be used for top and bottom of the page, to place the note in the center. The object of spacing, paragraphing, and margin is to make a letter look neat and attractive.

16. How should letters and notes be dated?

Any communication, social or business, should be accurately dated. Many misunderstandings have arisen and many a pleasant occasion missed by careless dating of a letter.

Unless the address is stamped or embossed on the letter paper, it should be included in the date. To realize how important this is, consider the sad case of a hostess who, having moved rather suddenly from her town apartment to her country home, used her regular monogrammed letter paper, without address, when inviting two friends to lunch with her. She failed to include her country address in dating the letters, and the fact that they were mailed in town by her husband instead of at the suburban post-office added to the confusion. Her two guests arrived at her town apartment simultaneously, to be advised by the door man that "Mrs. Blank" had moved out to her country house. There was no train to meet the emergency and no luncheon guests for "Mrs. Blank"—merely a rather peevish telephone call from her expected visitors.

Letters. If the address is stamped on the letter paper, the date should be written thus:

January 7, 1924

Dear Mrs. Merryweather:

It is no longer considered necessary to write dates thus: January 7th, 1924, and the stately phrasing, "the seventh of January, Nineteen hundred and twenty-four," has also gone out. It is not good form, however, to use the abbreviation "1-7-'24."

If the letter is written to a relative or a friend who knows that 345 Lake Shore Boulevard is the writer's Cleveland home, the line "Cleveland, Ohio" may be omitted. A person using her initialed or monogrammed letter paper in writing to anyone living in another city, or when she is traveling, will always include the name of the city where she happens to be—"Cleveland, Ohio," if she is at home, "Paris, France," if she is traveling abroad. This exhibits intelligence and the desire to make oneself clear to the person receiving the letter rather than a knowledge of etiquette.

Notes. As these are timely, the dating is less formal. It is usually written at the end of the note, to the left of the signature, thus:

Affectionately yours,
Mary Martin

Thursday

or

January 7

or

Thursday, the seventh

or

The seventh of January

Any of the above forms is correct. The year is not given.

17. *What are the correct forms of address or salutation for social notes and letters?*

The form of address varies with the degree of intimacy between the person who writes the letter and the one to

whom it is addressed. The most formal is "My dear Mrs. Blank"; the next in order is "Dear Mrs. Blank." In England this order is reversed. In America it is best to follow the American rule. With increasing friendship and intimacy, these terms can be used: "Dear Margaret," "Dear Madge," "Madge, my dear," "Dearest Madge, or Margaret," and to a child or an elfin-like girl, "Darling Little Madge." The Christian name should be used in letters only when it is used between writer and recipient in speaking.

In writing to each other, men rarely use terms more endearing than "Dear Jack," and the same limitation is observed in letters between men and women, no matter how old the friendship, except between engaged couples, and of course husbands and wives.

For the proper form of address in business letters see page 538.

18. What are correct forms for closing a letter?

While there is a general tendency to crispness in closing a formal note or letter, well-bred people still employ some graceful or complimentary phrase. In a note, for example, the concluding phrase may be:

With kind regards,
Sincerely yours

A letter to a friend may end thus:

With kindest remembrances to your
family and yourself,
Faithfully yours

When such phrases are deemed verbose, a touch of formality may be given by the phrases:

Believe me, my dear Mrs. Upton,
Most sincerely yours
or

Believe me
Very sincerely yours

The popular concluding terms for a social note to-day are "Sincerely," "Very sincerely," "Sincerely yours," "Very sincerely yours," "Always sincerely yours." In notes or letters between friends and relatives, the following terms are correct, according to intimacy or ties of blood: "Affectionately yours," "Always affectionately," "Devotedly," "Lovingly," "Your loving."

Men are partial to the term "Faithfully" or "Faithfully yours," particularly when writing to women. It is also used in concluding letters to eminent men. See chart at the end of this chapter.

"Gratefully" or "Gratefully yours" may be used only when acknowledging a very great kindness or benefit, such as a note thanking a friend for extricating you from a real dilemma or difficulty, an attorney for having won a case for you, a physician who has saved your life or the life of some one dear to you. It should not be used in expressing appreciation for some trifling service.

"Hastily yours" or "Yours in haste" is extremely bad form. If you cannot spare time to write a note or letter properly, postpone the task until you have leisure, or, in an emergency, send a telegram!

"Cordially yours," "Warmly yours," "Admiringly yours," are not in good taste.

"Respectfully yours" is used only by a servant writing to an employer, or in business letters. See page 539 of this chapter.

The closing terms of endearment between husband and wife and between betrothed couples are a matter of taste, but these terms, like the body of the letter, should be phrased with such dignity and reserve that the writer would not blush to have them read in court. To appreciate this statement you need only read correspondence produced in divorce and breach-of-promise cases as reported in the daily press!

19. How should a note or letter be signed?

The form of signature, like the form of address, is governed by relationship or intimacy. A relative signs thus:

Standard Etiquette

Your affectionate son,
Jim

Your devoted daughter,
Mary

Your loving niece,
Florence

On the other hand, if the relationship is not close and the writer may not have seen her relative for many years, the signature would run:

With all good wishes, dear cousin, for yourself
and family,

Very sincerely yours,
Florence Martin

Relatives and intimate friends who write to each other frequently often sign both notes and letters with the Christian name only, but for the average friend and all acquaintances it is better form to use the full signature, thus:

Sincerely yours,
Florence Martin

If the writer of this note is unmarried and is addressing a stranger or a tradesman, or is writing a business letter, she may identify herself and indicate the address for the reply to her communication by this signature:

Yours very truly,
(Miss) Florence Martin

If she is married, her signature should read thus:

Yours very truly,
Florence Martin
(Mrs. John Henry Martin)

In writing to a friend or social acquaintance, the words "Mr.," "Mrs.," and "Miss" must never be included in the signature. That this warning is needed was proven by a letter written to her husband by a social climber in a mighty city, who concluded it thus:

Your devoted wife,
Mrs. Michael Packer

A married woman usually includes her family name with that of her husband, when signing personal and social letters. Thus: "Jane Ormsby" on becoming "Mrs. Lester Thompson Olds" would sign her letters:

Sincerely yours,
Jane Ormsby Olds

A man's signature is often a more complicated matter. We Americans are apt to burden our sons with long, cumbersome names, and then, by our laws of etiquette, refuse them permission to reduce baptismal names to initials.

A man is supposed to sign his name in full to notes and letters, thus:

Very sincerely yours,
John Allerton Browne

But when his parents have tried to offset the simple name of "Browne" with some such combination as "John Frazer Allerton Browne," they have added greatly to his letter-writing duties. Many men thus handicapped select an abbreviated signature in their college days and hold to it steadfastly. "John Frazer Allerton Browne" becomes "John F. A. Browne," or "J. F. Allerton Browne." Under such circumstances his wish should be respected by his friends and business associates, who will follow exactly the same form in addressing notes and letters to him.

Above everything, sign your letters legibly, particularly when it is addressed to a mere acquaintance or a complete

stranger. Don't leave your correspondent to guess which one of her old classmates you may be, nor whom she knows in Center Falls, Iowa!

20. How should the envelopes be addressed?

This very important step in the process of writing a letter is called the superscription, and it should be complete and legible. Don't ask post-office employees to decide whether Harrisburg is in Pennsylvania or Montana. There may be a city of that name in half a dozen states. And don't write the address so hastily that an expert is required to decipher the letters. Always include the street and house number, even if the person addressed is one of the social leaders of the town.

LETTERS TO MEN

Formal invitations are addressed, "Mr. John Henry Martin"; all other social or personal letters are addressed, "John Henry Martin, Esq." This is a fine distinction which must be observed. When father and son have the same Christian names, their letters must be addressed thus: Formal invitations, "Mr. John Henry Martin" for the father; "Mr. John Henry Martin, Jr.," for the son. Personal letters, "John Henry Martin, Esq.," for the father; "John Henry Martin, Jr.," for the son. For business letters to men, see page 540.

LETTERS TO WOMEN

A married woman must be addressed by her husband's name, thus: "Mrs. John Henry Martin." If her husband dies she remains "Mrs. John Henry Martin," never "Mrs. Florence Martin." If she has a son bearing her late husband's name, she becomes "Mrs. John Henry Martin, Sr.," and his wife takes the title "Mrs. John Henry Martin," or the widow, if she has considerable social standing, becomes "Mrs. Martin."

A divorced woman, if the innocent party, may retain her ex-husband's name and is thus addressed: "Mrs. John

Henry Martin." Usually, however, she drops her husband's Christian name and takes instead her own surname. If "Mrs. John Henry Martin's" family name before marriage was "Thompson," after she secures her divorce she becomes "Mrs. Thompson Martin," and this form should be followed in addressing letters to her.

The oldest daughter in a family is "Miss Martin," and all invitations should bear this address. Personal letters and notes, however, may include her Christian name, thus, "Miss Helen Martin, especially if there are other daughters in the family, to prevent confusion. If she is an only child, all mail may be addressed to "Miss Martin."

For other daughters in the family, down to the little girl not yet in her teens, the form of address is "Miss Florence Martin," "Miss Jane Martin." When an unmarried woman has a middle name, this also should be used: "Miss Florence Halliwell Martin," never "Miss Florence H. Martin."

Invitations and letters to young boys should be addressed, "Master John Henry Martin."

Invitations addressed to father and sons must be sent separately, thus: "Mr. John Henry Martin," "Mr. John Henry Martin, Jr.," "Master Alfred Martin." Two adult brothers may be addressed as "The Messrs. Martin," but a father and son may not be sent a joint invitation, so addressed. In addressing formal invitations for weddings, balls, and other large functions, one invitation must be sent to "Mr. and Mrs. John Henry Martin," one to "Mr. John Henry Martin, Jr.," one to "Miss Martin," and, if there are other daughters, to "The Misses Martin." It is not proper to address one invitation to include an entire family, thus: "Mr. and Mrs. John Henry Martin and Family." Even the youngest son must receive a special invitation, thus, "Master Alfred Martin."

The correct spacing for an envelope is this:

Mrs. John Henry Martin,
0098 Lincoln Driveway,
Chicago,
Illinois.

If you are writing letters abroad, do not omit the name of the country. "London" and "Paris" are world-famous cities, but there are cities of the same name in America, and the postal employees should not be asked to decide that because you have used a five-cent stamp your letter should go to "Paris, France," when the superscription reads:

Mrs. John Henry Martin,
The Ritz,
Paris.

21. Should a return address be written on the flap of an envelope used for social correspondence?

Not unless you are uncertain about the address of the person to whom you are writing. Business firms and professional men and women have return addresses engraved or stamped on their envelopes.

22. Where should the stamp be placed on the envelope?

On the upper right-hand corner, and right side up. Don't increase the burdens of postal employees by placing the stamp in an eccentric position for the silly purpose of conveying messages on the outside of your letter. Incidentally, when in doubt about the number of stamps required, consult your postal guide and have your letter weighed.

23. What social notes may be termed obligatory and how should they be phrased?

The acknowledgment of invitations, formal and informal (see Chapter XXIII, "Invitations and Replies"), the note of thanks for a gift or a special courtesy, the bread-and-butter note to the hostess with whom you have spent the week-end or a longer period, the note to the fiancée of a relative or close friend who has just announced his engagement, the note of congratulation to parents of new-born babies, the note of condolence, the note of apology—all of these notes should be written promptly—or not at all. A note of appreciation which starts off with an apology

fails of its object. Never neglect a courtesy note unless you are utterly indifferent to your social fate.

For acknowledging invitations, formal and informal, see Chapter XXII, "Invitations and Replies."

Suggestions for Phrasing Notes

The examples which follow should be accepted merely as suggestions to be adapted to your particular needs. They should not be copied word for word, but changed to suit your particular style. Nothing is more stilted than a note which does not express your personality. The examples are given, not as models, but to prove to the persons who dread writing notes of courtesy that the task before them is not heavy and that a brief note, gracefully worded, is far better than a near-letter, laboriously phrased.

For a Christmas Gift—to an Acquaintance

Dear Mr. Olmstead:

Christmas is not Christmas without at least one surprise. Your gift gave Christmas Day the zest of this surprise. I've always enjoyed reading Oscar Wilde by fits and starts. Now that I have a complete edition of my very own, I will appreciate his writings more. You will be interested to know that the set fits into my favorite book-ends. Do drop in for tea some afternoon during the holidays and admire your gift with me!

With all good wishes for the coming year,

Very sincerely yours,

Hortense Reeves

Thursday the 26.

For a Christmas Gift—to an Intimate Friend

Dearest Gertrude:

Perfume from Paree! And you've been keeping it since your return in September. I do admire your self-restraint. I have nearly worn out the stopper already, sniffing at the delightful stuff! You have the unusual talent for picking out just the things for which your friends have

been pining. So long as the perfume lasts, the odor will be like your presence in my room.

The jolliest sort of New Year to you, dear friend.

Devotedly,
Hortense

The Day-after-Christmas.

For a Christmas Gift—to an Elderly Relative

Dear Uncle Ralph:

Whatever am I to do with such an extravagant relative? If you keep on spoiling me, you will surely be bankrupt, but, oh, I do love being spoiled, and particularly by you. Of course I shouldn't have opened your gift before Christmas morning, but something told me it would be a bit of jewelry which I really ought to wear to the Christmas Eve dance at the Country Club, so I defied all family traditions and undid the parcel. "Bit of jewelry" did I say? That pendant made me feel like Cinderella, and I danced all evening, as if I had wings on my feet instead of glass slippers. It's awfully old-fashioned to go calling on New Year's Day, but if you'll just drop in that afternoon, I'll let you see how perfectly your pendant matches my new velvet frock.

Affectionately,
Hortense

December 26.

For a Christmas Gift—to a Family Friend

Dear Mrs. Uptown:

It was dear of you to think of our children. They are too young to write for themselves, but I assure you that your gifts were much appreciated. Baby Anne has never had a doll which says "Mamma," and she is quite absorbed in the delightful task of making it talk. Billy builds surprisingly good houses with those firm cement blocks you sent him. Really John and I enjoyed

watching the children unwrap their gifts almost as much as they enjoy playing with them. Isn't Christmas delightful when one has babies in the family? Do stop in the first afternoon you are down this way and see how the children are growing.

Very sincerely yours,
December 27. Marion Barlow

For a Christmas Gift—to an Old Friend

Dear Mary:

How dear of you to make that sacque with your own busy hands. And such a lovely color, as if you were hoping her life might be always rose-colored. I wish you might see her in it. Please come to town soon and see us both! I mean all three of us. John is the proudest young father you ever saw.

Affectionately,
Edith

May the third.

For a Birthday Gift—to a man from a Girl

According to the degree of intimacy:

Dear Mr. Quinn:

or

Dear Arthur:

For such roses as you sent me to-day, any girl would be willing to add two years instead of one to her age! They gave me three distinct thrills—one when I opened the box and gasped at their beauty; another when I drank in their fragrance while I arranged them in bowls; and the last as I sat down among them to write you these feeble thanks. Flowers seem to bring a special birthday message, urging us to enjoy every pleasure as it comes our way, for pleasures, like flowers, bloom rather briefly, don't they? Then I always feel so luxurious when some one sends

me flowers in the middle of winter. Now you know what delight your gift brought me!

Very sincerely,

Elise Sherman

Thursday, January 7.

For a Birthday or Christmas Gift—to a Girl from a Man

According to intimacy:

Dear Miss Sherman:

or

Dear Elise:

It was jolly of you to send me that English print. Most of us fellows who bend over desks or sell bonds three hundred days in the year think with envy of our forbears who rode to hounds, drove tally-hos, and wore scarlet coats. Your print will give me something to dream about when I'm smoking. I have hung it where it's easily seen from my big chair. Thanks for your thought of me.

Faithfully yours,

Arthur Quinn

Friday Night.

For Wedding Gifts—Formal

Dear Mrs. Gorham:

It was most kind of you and Mr. Gorham to send us that beautiful bronze figure. It is so truly decorative, so satisfying in every line. Thank you many times.

Hoping to see you both on the seventeenth,

Sincerely yours,

Emma Cabot

June 10.

To an Old Family Friend

Dear Mrs. Allen:

To think of your sending us some of the marvelous Venetian glass which we have admired so often in your home! Jim and I stand before

it lost in admiration and wondering if it really is for our new home. You and Mr. Allen must dine with us the first time we use it. Jim says he is not sure which pleases him most, your gift or my delight when I am looking at it. It was wonderfully sweet of you—and just like you to send it.

Affectionately,
Emma Cabot

June 11.

To a Friend of the Groom

Dear Mr. Chamberlin:

How good of you to send us that etching. It reminds Jim and me of the days we spent in Venice. We are wondering if you did not remember that it was in Venice, just a year ago, that he and I met. He has always told me that you are the most thoughtful of men. Your gift proves it.

To the warmest thanks from Jim and me, I add the hope that we may see you often in our home.

Very sincerely yours,
Emma Cabot

June 11.

To an Intimate Friend of the Bride

Dearest Molly:

What a love you are to send us those silver bonbon dishes. There's nothing like silver to deck a table. When I lifted the dishes from their soft wrappings, I wanted to run over to your house and give you an old-fashioned hug. We've had so many wonderful times together, and we must keep up our lovely friendship after I am married. In token of which, won't you come over next Tuesday and help me to make the display of our gifts a success? There's not room in our house to show them the day of the wedding, so I've invited a few old friends in for

Tuesday. Tea at 4. Jim and I will be looking for you.

Affectionately,
Emma

To a Friend Who Is in Mourning

Dear Margaret:

In spite of all you have gone through recently, you had the courage to go out and hunt a present for us! Jim and I do appreciate the thought and the deed. We will miss you at our wedding and we hope you will come to see us very soon after our return to town. With thanks and love.

Devotedly,
Emma

Thursday.

Thanks for Special Courtesy

Dear Mrs. Golden:

Thanks for sending your man over with the rose cuttings. James is planting them to-day, and if they grow to be half as handsome as your bushes, you will have given us great pleasure. Isn't this wonderful weather for gardening?

Sincerely yours,

Martha Paige

May 29.

To a Man

Dear Mr. Snyder:

Thank you so much for sending me the catalogue of Japanese prints. It will help me so much when I buy the new prints for our living rooms. Bob joins me in thanks and we hope you will drop in some Sunday afternoon soon.

Very sincerely,

Martha Paige

Tuesday.

THE BREAD-AND-BUTTER NOTE

From a Man to His Hostess

Dear Mrs. Paige:

That was a wonderful week-end you gave us at the Band Box! I never quite understand how you can pack so much comfort and pleasure in such small space and time. Town has seemed most uninteresting all day and to-night the most cheerful thing in my rooms is the memory of our jolly week-end in your home. Chuck Baby Anne under the chin for me, pat old Towser (some sport, that old dog), and accept deep appreciation of your gracious hospitality from

Yours faithfully,

Thomas Barton

July 17.

From a Married Woman to her Hostess

Dear Molly:

Fred and I had a perfect week-end in your lovely home, and I am still thinking of the wonderful things you have done with your garden. As for Fred, he talks of nothing but your fine tennis court and the pretty girls you had in the gallery. You do know how to put on a week-end party, my dear.

Our very best regards to you and Burton.

Affectionately,

Emily Swain

Monday, July 7.

From a Young Girl to the Mother of Her Friend

Dear Mrs. Morton:

It was so kind of you to include me in the week-end party you gave for Marjorie. Everything I enjoy most you had arranged for those three days, a picnic, a dance and a tennis match. It was so good of you to set aside all your own social affairs just to give us youngsters a good time. And we had it, I do assure you. Please

remember me kindly to Mr. Morton and believe me,

Sincerely yours,
Elizabeth Woods

Monday, July 7.

From a Bride to a New Aunt-in-law

Dear "Aunt Molly":

You won't mind my calling you "aunt," will you? I really must, after our delightful visit in your home. I have always heard how trying it is to make that first visit to the relatives of one's husband, but you robbed the experience of every fear and sting by your cordiality and great charm. I enjoyed every hour in your home, and now Jim and I are looking forward with the greatest pleasure to your visit to us. You will come soon, won't you?

With love from us both,

Devotedly,
Emma Morris

Tuesday, May 10.

To a Friend with Whom One Has Made a Long Visit

Dear Molly:

Back in my own home, but still enjoying memories of my delightful visit with you. It was like reliving our youth, except that your nice children all contributed to the pleasure of my stay. It gives me so much pleasure to think of you so comfy in your home, so contented and happy as the center of your fine family.

I will not soon forget the special pleasures you gave me—the Kreisler concert, the Hofmann recital, the hours at the Art Museum—all those opportunities which you city people enjoy, but which pass us by.

The children were delighted with their gifts, which reminds me of another pleasure you gave me, shopping in your beautiful stores. I only

hope you will visit me soon and let me introduce to you all my good friends in this quaint if quiet town.

My best love to you and yours.

Devotedly,

Jane Meredith

March 10.

TO THE FIANCÉE OF A RELATIVE OR FRIEND

When the Fiancée Is Not Known to Relative or Friend

Dear Miss Morton:

Jim has just told us the wonderful news, and his friends [or his family] are eager to meet you and to welcome you into Jim's circle. All that we hear of you proves that he is a most fortunate young man and that we are gainers through his happiness. I need not tell you that Jim is very dear to us and that we wish you both the greatest happiness.

Faithfully yours,

Ethel and William Sloane

January 4.

(A note from a married woman always includes the name of her husband, or some reference to him.)

When the Fiancée Is Known to Relative or Friend

Love and good wishes, Marjorie dear! How glad we all are to welcome you into our circle! Of course the news did not exactly bowl us over. We have been hoping to hear it, the sooner the better. Jim is a dear fellow and deserves even the good fortune of winning you. I will see you directly I come to town. Meantime, my best love to you both.

Affectionately,

Marion Sherman

September 3.

Letters to the engaged young man follow the same style. Congratulations on winning so fine a girl are combined with good wishes.

NOTES OF CONGRATULATION

On the Birth of a Child

Dear Eleanor:

Heartiest congratulations and for all three of you our best wishes! If your baby inherits the sterling qualities of her father and the charm of her mother, she will need no fairy godmother. I can picture Frank, the proud father. Would one dare to speak to him on the street these days? I wonder! All happiness to you in motherhood. I'll see you as soon as I am permitted to come.

Faithfully yours,

Marion Sherman

Tuesday.

On Some Especial Success or Achievement

Dear Mrs. Morton:

We have just read of Henry's winning the Bryce scholarship. How proud you must be of your son. You will miss him, of course, but his experiences at Oxford will be of inestimable value. John joins me in congratulations.

Faithfully yours,

Marion Sherman

Friday.

Dear Jim:

Your friends all rejoice in your election, especially your old classmates at Princeton. Congress needs men of your type. Alice joins me in congratulations and all good wishes.

Faithfully,

Arthur Sloane.

November 6.

Congratulatory telegrams and notes must be acknowledged by hand unless the person receiving them is elected or appointed to such a high position in state or national government that to do so is impossible. In this case he sends an engraved card, reading something like this:

Executive Mansion
Albany

My dear ———

Your kind message of congratulation is deeply appreciated, and I wish that it were possible for me to acknowledge it less formally.

Faithfully,
—————

The name of the person addressed and the signature of the newly elected official are both filled in by hand.

To a Friend Who Is Ill

Dear Elizabeth:

So sorry to hear of your illness. I am sure that everything which modern science offers is being done for you and I hope you are not suffering. I will see you as soon as your physician [or Dr. ———, if you know the name] permits you to receive callers. Meantime, if I can do anything for you, please have your nurse or a member of the family call upon me.

With much sympathy and all good wishes for your quick recovery, I am,

Affectionately yours,
Martha Norman

Friday, January 4.

A NOTE OF CONDOLENCE

This type of note or letter should be simple and direct. Don't quote from the Scriptures or poets, as this may aggravate the suffering of the person bereaved. Say the kindest thing you can of the person who has passed on, but do not emphasize his suffering and patience. Such memories are still fresh and painful for his family. Be brief and sincere and your sympathy will be appreciated.

TELEGRAM SENT IMMEDIATELY ON RECEIPT OF NEWS

To a Friend

Our thoughts and sympathy are with you. If I can be of any service please call upon me.

Mary Sherman

To a Near Relative or Dear Friend

Your grief is ours. We send you affectionate sympathy and will come to you by the first train.

John and Mary Sherman

Note to an Acquaintance

Dear Mrs. Myer:

This message from an outsider may seem rather empty to you, yet I must let you know how deeply I sympathize with you in your loss. We all admired your promising son, and will miss him from our gatherings.

Sincerely yours,

Amy Sherill.

Tuesday.

Note from an Intimate Friend Who Cannot Call

Rome, Italy,

March 10, 1923

Dearest Mary:

My heart aches for you, and the realization that I cannot be with you in this dark hour is almost unbearable. Jim was a precious son, with a brilliant future. We can only feel that some wise Providence stands behind his sudden passing. I am thankful that you have so many lovely memories of him to sustain you, and the unfailing affection of your good husband. This letter will reach you after Jim has been laid to rest, but I do not have to tell you that on that day I was with you in loving thought and sympathy.

Affectionately yours,

Florence Sherman

Note When Death Brings Relief from Suffering
(A difficult note to write)

Dear Mary:

With grief at your loss is mingled admiration for the courage which you all showed during your mother's long and painful illness. I am sure you will find comfort in her release from suffering. We all send love and sympathy.

Devotedly yours,

Mary Allen

Friday.

All telegrams or notes of condolence must be acknowledged by hand. See Chapter XVII, "Funerals." Exception is made only when the deceased was a public figure and condolences poured upon the family by hundreds or thousands, in which case an engraved card may be sent out, worded thus:

Mrs. John Wilson Sherman
wishes to express her deep appreciation
and to thank you
for your kind expressions of sympathy

NOTES OF APOLOGY

Dear Mrs. Nabor:

James, our chauffeur, has just told me that one of the collies broke his leash yesterday and played havoc with your new rose bed. Puppies have no respect for property rights, but I do hope you will accept our apologies for the incident. I have asked Rowell, the florist, to replace the rose bushes which Bingo broke, and if we can do anything further to repair the damages, please let me know.

Very sincerely yours,

Mary Nearby

Wednesday.

Dear Mrs. Morton:

How can I express my regret for stupidly accepting your week-end invitation when I had already made another engagement! While listening to your delightful telephone message, I quite forgot that this week-end overlaps Labor Day, when I am booked to play in the match at Happy Hollow. The pleasant prospect of spending another week-end with you and Jim must have affected my memory. Do forgive me—and invite me another time.

Faithfully,
Arthur Somers

Thursday.

LETTERS OF INTRODUCTION

These should be given with rare discrimination. See Chapter XXI, "Introductions." The situation will be clarified if two letters are written simultaneously, one to be delivered by the person bearing the introduction, another sent by post.

INFORMAL LETTERS OF INTRODUCTION

To Be Given to the Person Introduced

Dear Mary:

An old friend of ours, Ralph Morton, is to be in San Francisco for several weeks. Any kindness you may show him will be much appreciated by

Yours sincerely,

Amy Wells

January 7.

To Be Sent by Post

Dear Mary:

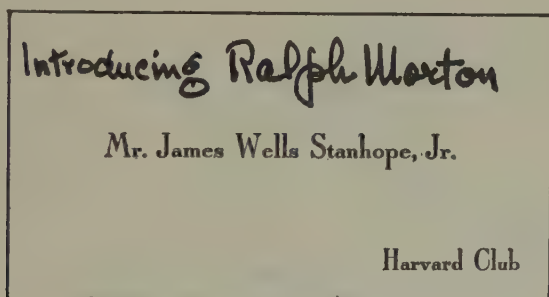
To-day I gave Ralph Morton, a former classmate of Jim's, a letter of introduction to you. He belongs in our crowd and I am sure you will enjoy meeting him. You are not to upset any

of your regular plans for him, but we hope you can have him at your house, or perhaps Arthur will put him up at his club. Ralph is keen for all sorts of outdoor sports, plays a great game of tennis, and dances divinely, but he is not fond of bridge. These few hints may help you to enjoy his companionship.

Devotedly,
Amy Wells

The phrasing of the first letter in this group should always be brief. Explanations should be reserved for the second letter.

A man may give his calling card as a letter of introduction, thus:



He then sends by mail a letter telling his friend, James Wells of San Francisco, just why Ralph Morton is a desirable man to know and why he is worthy of being entertained in Mr. Wells's home or club.

LETTERS OF RECOMMENDATION

Recommending Tradespeople

0099 Fifth Avenue.

Dear Mrs. Newcomer:

Indeed I am very glad to send you a list of the London shops which I have found most satis-

factory. Freedom's, I think, is best for trifles like veils, scarfs, and gloves. At Bramley's you will find the new things in sports wear. Lumley has delightful bits of old silver and pewter, and Rangely will show you a fine collection of old prints.

Trusting that you will have a pleasant trip,

Sincerely yours,

Mary Martin

May 15.

Recommending Servants

Broad Acres,

New Jersey,

May 15, 1923.

Mary O'Gorman has lived with me for three years as a waitress.

I have found her honest, industrious, sober, and efficient in her duties. Personally, she is neat and has an amiable disposition.

She is leaving me because I am spending a year abroad. Until ——— [date] I will be glad to answer personally any inquiries about her.

Mary Sherman

Mrs. John Henry Sherman.

LETTERS TO SERVANTS

Formal—in Third Person. To Be Addressed to Caretaker or Housekeeper

Mrs. Sherman will arrive at Broad Acres on Thursday at 11.50, and wishes Bradley to meet her at the station. She wishes the morning room and sun parlor to be opened and aired, as she is bringing an interior decorator to look them over. A light luncheon should be served for two at 1.30. Mrs. Sherman is returning to town by the 4.56.

Informal—to an old and trusted servant

Dear Martha:

The children and I will be back from the shore, Monday at 11.50. Please have our rooms in order and luncheon served at 1 o'clock. If Raymond has not delivered the mattress for Master Arthur's room, please telephone him about it.

Yours truly,

Mary Sherman

LETTERS TO TRADESPEOPLE

To be written on business stationery, if the mistress of the house uses it, or on letter paper bearing her address, thus:

555 Madison Avenue

March 1, 1924.

Will Hathaway & Co. please send and charge to Mrs. Thomas Moore, at the above address, the following articles:

- 4 yards unbleached muslin, light weight
- 12 yards white cheesecloth
- 10 yards ticking, sample inclosed
- 4 down pillows, 28 x 28

24. *When may postal cards take the place of notes or letters?*

Artistic postal cards are much used by travelers instead of notes or short letters. As a record of sight-seeing tours they are quite as satisfactory to those who receive them. The gaudy or comic postal card belongs in the class with the comic valentine. The plain postal card is often used for placing orders with tradespeople, but it should never be used for messages of courtesy, and nothing private or personal should ever be written upon it.

25. *When may a young girl write to a young man, or a young man to a young girl?*

When they are well acquainted and their friendship has been tested; never on brief acquaintance or after being introduced at a summer resort, a house party, or a dance. It is a good rule to avoid correspondence until a man has called on a girl.

Young people who have moved in the same set in their home town often agree to exchange letters when the man or the girl goes away to school or college, or to travel abroad. Such letters should be written with great reserve and should contain no terms of endearment, no sentimental passages which might in any way be construed into a proposal or promise of marriage.

Unless a man is deeply in love with a girl, sentimental letters bore him. The girl who is just a pal should write bright, friendly news of their mutual friends, but no malicious gossip; news of changes in the old town for which the man may be a bit homesick at times, especially word of success achieved by his friends. She may tell him how their old crowd misses him at parties, picnics, and sporting events, but she may not dwell on the fact that she misses him personally.

26. What rules govern the writing of love letters?

Love letters, like personal contact between lovers, should be marked by the restraint which keeps romance shining. Even the man deeply in love with a woman may be surfeited with fulsome terms of endearment and weird characters supposed to represent kisses and caresses sprawling all over a page. He may prefer to hear what progress the contractor is making on the bungalow which is to be their home, and whether the girl of his heart has finally abandoned her terrifying plan for a church wedding! A girl may yield gracefully and willingly to the embraces of her lover when they are together, but she may not take keen delight in a letter whose every page contains some such question as, "Does ittie baby doll miss her big, strong-armed sheik?"

Put into your love letters all your clean, wholesome affection for your best beloved, your beautiful hopes and plans for life together, but write nothing which you would not have read aloud before a tittering crowd in a court room.

Business Correspondence

While the terminology of commerce, industries, and professions largely governs business correspondence, certain courtesies should be observed in all letters exchanged be-

tween business and professional people. In large concerns, the stationery, the mechanical make-up or appearance of office letters and their general form, are often determined by the head of the firm or the individual known as the office manager, but each correspondent has opportunity to phrase letters which win by their tactful phrases or their selling force. Any young man or woman preparing for business or professional life should make a study of letter-writing, for here is a talent which will contribute to advancement and success.

27. What sort of letter paper should professional men and women use?

Paper in keeping with their profession. An attorney, a physician, or a broker should select heavy, dignified stationery, stamped with plain name and address. It must never be printed. An interior decorator, a sculptor, or an illustrator, especially a woman, may choose more individual paper, stamped with a more striking design appropriate to her specialty. Men who follow artistic pursuits, such as writing and composing, usually have their paper stamped with initials in simple, block type.

For long letters, the paper may be a single large sheet, 8 to 10 inches, which is folded twice, first crosswise, then lengthwise, for a 4 by 5 envelope. For short letters a business or professional man may use a single sheet, 6 by 8½ inches, which folds twice for an oblong envelope; or he may choose a four-page sheet, such as he uses for social letters.

28. Should all business letters be typewritten?

Typewriting is now the accepted code of business communication, and a hand-written letter, unless very legible, irritates a busy man.

29. Is it good form for a business or professional man to have his letters signed by a secretary?

When a man must leave his office before letters are finished, his secretary may sign them, thus:

John Henry Martin,
S. R.

The initials stand for his secretary's name. A more courteous style is the line at the lower left-hand corner of the sheet, stating:

This letter was signed after Mr. Martin left the office.

It is also correct for a man who is hard pressed for time to delegate part of his correspondence to his secretary, who will write some such letter as this:

April 11th, 1924.

Mr. Arthur Lowell,
777 Euclid Avenue,
City.

Dear Mr. Lowell:

Mr. Martin was just leaving when your letter arrived and asked me to inform you that he will be glad to see you and Mr. Summer at his office, Friday, the 14th inst. at 2.30 o'clock.

Yours truly,

Margaret Bird,
Secretary.

The word "secretary" may be omitted, and if "Mr. Lowell" is a stranger to Mr. Martin, the secretary will address him as "My dear Mr. Lowell," or as "Dear Sir."

30. *What are correct forms of address and salutation in a business letter?*

Two forms are used, thus:

MARTIN & SCOFIELD
Attorneys
0077 Rector Street
New York

April 2, 1923

Mr. Arthur Lowell,
777 Euclid Avenue,
Cleveland, Ohio.
Dear Sir:

or

My dear Mr. Lowell:

or

Dear Mr. Lowell:

The salutation is chosen according to the business acquaintance or friendship of the persons concerned.

Then comes the body of the letter and the signature.

The Second Form Used Is This

MARTIN & SCOFIELD

Attorneys

0077 Rector Street

New York

April 2, 1923.

My dear Mr. Lowell:—

[Body of letter

Then the signature]

Yours very truly,

John Henry Martin

Mr. Arthur Lowell,

777 Euclid Avenue,

Cleveland, Ohio.

The second form is regarded as a little more elegant than the first, and is much used by professional people.

31. What are good forms for concluding a business letter?

Hoping that the matter has been adjusted to your satisfaction, I remain,

Yours very truly,

John Henry Martin

Trusting that the goods shipped will meet with your approval, I remain,

Yours respectfully,

Abel Grocer

Hoping that the specifications will meet with
your approval,

Sincerely yours,
Mortimer Houseman

With the hope that we may continue to deserve
your patronage,

Yours truly,
French & Long,
Per James Long

In the last form, the firm name is typed; the name of
"James Long" is written by hand.

The business letter, more than the social letter, is brought
to a close with some expression of appreciation or desire for
continued business relations.

32. *Are Christian names ever used in salutations for business letters?*

Yes; for making hurried appointments or in any letter
which is not a matter of record, thus:

Dear Jack:

Bill Andrews will be at our office next Monday
at 10.30 with the model for his new motor valve.
If you are interested, drop in and see it, and,
better still, have lunch with us after the interview.

Faithfully,

Arthur Lyon

In all letters concerning business negotiations, legal matters, investments, or contracts, which will be filed, the salutation should be "Dear Mr. Martin." Women writing business letters to men should always use the salutation "Dear Mr. Martin" in preference to "Dear Jack," no matter what their social relations may be. Business letters should be written formally and with dignity.

Dont's for Letter Writers

DON'T start a note or letter with an apology, either for
not having written sooner or for what you are about

to say. The subject matter will explain your shortcomings, if they are explainable.

DON'T write any communication, social or business, with a lead pencil unless you are ill and writing in bed.

DON'T write anything in a letter which you would not say to the person face to face.

DON'T answer a letter when you are angry or peevish. Give your correspondent the benefit of the doubt. To-morrow her letter may look different even to your eyes.

DON'T write about your troubles. All the world loves a cheerful letter-writer.

DON'T write about yourself exclusively. Your distant correspondent may be interested in the old home town, its people, even your own family. Egotism is especially offensive in letters.

DON'T write letters to relatives and well-to-do friends, overflowing with hints about what you need and want. The prosperous are deluged with such appeals.

DON'T indulge in acrimonious comment about mutual friends. What you *say* may be explained, glossed over, even denied, but what you *write* is proof incontrovertible.

DON'T advise relatives and friends how to order their lives in letters. They may enjoy discussing their affairs with you in conversation, but they will resent your well-meant advice when you write it.

DON'T write about your domestic troubles to the husband, wife, or children who are away from home on business or pleasure. They cannot help matters with miles between them and you, and your letter will unfit them for business or spoil their pleasure trip.

DON'T mail an important letter, involving grave business or professional affairs, or one which jeopardizes social relations and personal friendships without making sure that it contains just what you want to say and what you would like to read if it were addressed to you. This is especially important advice for women and young persons.

- DON'T fold, seal, and mail a letter without reading it for mistakes in spelling and grammar. The best letter-writers make slips when they think faster than the pen moves.
- DON'T fill your letters with underscored words.
- DON'T mail a letter which is disfigured by even a small blot.
- DON'T imagine that a succession of postscripts is amusing. Postscript-writing is a bad habit.
- DON'T use notepaper and envelopes which do not match in size and color.
- DON'T, if you are a girl, write to a man, even your betrothed, any letter which you would not be willing to see printed in to-morrow's paper; any phrases which might be construed as inviting his attentions or taking him to task for not showing you more attention. The written page is the last place on which to stalk a man!

CHART
TO BE FOLLOWED WHEN WRITING TO IMPORTANT PERSONS

PERSONAGE	ADDRESS ON ENVELOPE	FORMAL SALUTATION	INFORMAL SALUTATION	FORMAL CLOSE	INFORMAL CLOSE
The President	The President of the United States, or, The President, Washington, D. C.	Sir:	My dear Mr. President:	I have the honor to remain, Most respectfully yours, or I have the honor to remain, sir, Your most obedient servant,	I have the honor to remain, Yours faithfully, or I am, dear Mr. President, Yours faithfully,
The Vice-President	The Vice-President, Washington, D. C.	Sir:	My dear Mr. Vice-President:	Same as for President	Believe me, Yours faithfully,
Justice of the Supreme Court	The Hon. Louis D. Brandeis, Justice of the Supreme Court, Washington, D. C.	Sir:	Dear Mr. Justice Brandeis:	Believe me, Yours very truly, or I have the honor to remain, Yours very truly,	Believe me, Yours faithfully,
Member of the President's Cabinet	The Secretary of State, Washington, D. C. or The Hon. Charles E. Hughes, Secretary of State, Washington, D. C.	Dear Sir: or Sir:	My dear Mr. Secretary:	Same as above	Same as above
United States (or State) Senator	Senator Carter Glass, Washington, D. C. or a private letter, Senator Carter Glass, [His house address]	Dear Sir: or Sir:	Dear Senator Glass:	Same as above	Same as above
Member of Congress (or Legislature)	The Hon. Nicholas Longworth, House of Representatives, Washington, D. C. or: State Assembly, Albany, N. Y.	Dear Sir: or Sir:	Dear Mr. Longworth: or Dear Congressman:	Believe me, Yours very truly,	Yours faithfully,

CHART (Continued)
TO BE FOLLOWED WHEN WRITING TO IMPORTANT PERSONS

PERSONAGE	ADDRESS ON ENVELOPE	FORMAL SALUTATION	INFORMAL SALUTATION	FORMAL CLOSE	INFORMAL CLOSE
Governor	His Excellency, The Governor, Albany, New York	Your Excellency:	Dear Governor Smith:	I have the honor to remain, Yours faithfully,	Believe me, Yours faithfully,
Mayor	His Honor the Mayor, City Hall, Chicago	Dear Sir: or Sir:	Dear Mayor Devor:	Believe me, Very truly yours,	Yours faithfully,
Cardinal	His Eminence Patrick Cardinal Hayes, New York, N. Y.	Your Eminence:	Your Eminence:	I have the honor to remain, Your Eminence's humble servant,	Your Eminence's humble servant,
Roman Catholic Archbishop (There is no Protestant Archbishop in the United States)	The Most Reverend Michael J. Curley, Archbishop of Baltimore	Most Reverend and Dear Sir:	Most Reverend and Dear Sir:	I have the honor to remain, Your humble servant,	Same as formal close
Bishop (Whether Roman Catholic or Protestant)	To the Right Reverend Paul Matthews, Bishop of New Jersey	Most Reverend and Dear Sir:	My Dear Bishop Matthews:	I have the honor to remain, Your obedient servant, or, to remain, Respectfully yours,	Faithfully yours,
Priest	The Rev. Michael Corrigan	Reverend and Dear Sir:	Dear Father Corrigan:	I beg to remain, Yours faithfully,	Faithfully yours,
Protestant Clergyman	The Rev. James Norton (If you do not know his first name, write The Rev. Norton rather than the Rev. Mr. Norton)	Sir: or My dear Sir:	Dear Dr. Norton: (or Dear Mr. Norton, if he is not a D.D.)	Same as above	Faithfully yours, or Sincerely yours,
Rabbi	Dr. Herman Schulman, or Rabbi Herman Schulman, or Rev. Herman Schulman	Dear Sir:	Dear Dr. Schulman:	I beg to remain, Yours sincerely,	Yours sincerely,

CHART (Continued)
TO BE FOLLOWED WHEN WRITING TO IMPORTANT PERSONS

PERSONAGE	ADDRESS ON ENVELOPE	FORMAL SALUTATION	INFORMAL SALUTATION	FORMAL CLOSE	INFORMAL CLOSE
Ambassador	His Excellency The American Ambassador, American Embassy, London	Your Excellency:	Dear Mr. Ambassador:	I have the honor to remain, Yours faithfully, or, Yours very truly, or, Yours respectfully, or very formally, I have the honor to remain, sir, your obedient servant	Yours faithfully,
Consul	If he has held office as assemblyman or commissioner, so that he has the right to the title of "Honorable," he is addressed: The Hon. John Jones, otherwise: John Jones, Esq., American Consul, London, England.	Sir: or My dear Sir:	Dear Mr. Jones:	I beg to remain, Yours very truly,	Faithfully,

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